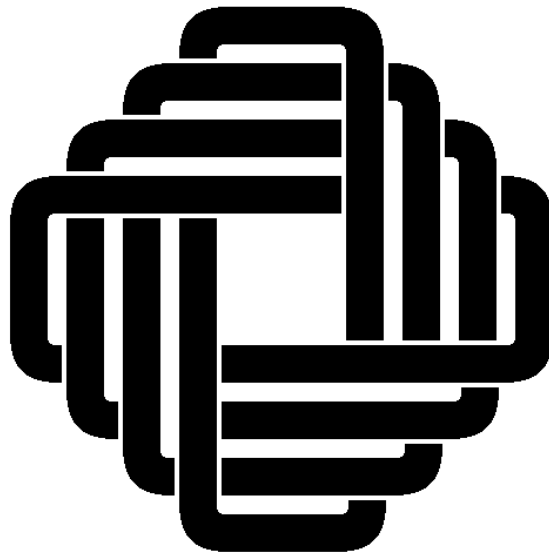


AUTOS2000

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I. Work Orders/Estimates

A. All Open Tickets

All Open Tickets						
Edit Work Order Add New Work Order Find Customer Customer Detail Print Open Work Orders Exit						
<div>Open Work Order's Open Estimates Unpaid Counter Sales</div>						
WO ID	Customer	Company	Received	Model	Status	Veh #
382	DON	SPARKLETS	3/12/2004	TOPKICK	Estimate	2948
381	LINDA THRASH	A&K Complete Auto & Truck	3/12/2004	Rav4	Estimate	
380			3/11/2004	S15	Estimate	SHOP TP
378	DON		3/11/2004	TOPKICK	Estimate	2947
377	DANIAL BEAVER		3/11/2004	Cutlass Brougt	Estimate	
374	JOHN FOX	UHAUL	3/10/2004	Sportage 4x 4-	Estimate	
368	JUAN HURTADO		3/9/2004	Tahoe	Estimate	
367	NELSON		3/8/2004	SUPER DUTY	Estimate	SV6255S
366	TAK		3/8/2004	FG25N4	Estimate	
365	NELSON	UHAUL	3/4/2004	F350	Estimate	FIELD UN
360	DON	SPARKLETS	3/1/2004	TOPKICK	Invoice	2862
357	JOE LOPEZ	UHAUL	3/1/2004	El Camino	Estimate	
355	NELSON		2/25/2004	E350	Estimate	EL4452U
350	ROGER SMITH		2/23/2004	Lebaron	Estimate	
348	NELSON		2/23/2004	S1600	Estimate	JH0857W
344	JAVIER CANO	UHAUL	2/21/2004	1500	Estimate	
341	NELSON		2/18/2004	Ram 3500 Seri	Estimate	DC9058P
340	NELSON		2/18/2004	E350	Estimate	EL5606U
267	NELSON		1/19/2004	E350	Estimate	EL1678G

B. Open Work Orders

Open Workorders						
Edit Work Order Add New Work Order Find Open Work Order Find Customer Customer Detail Exit						
Open Work Orders						
WO ID	Customer	Company	Received	Model	Status	Veh #
381	LINDA THRASH	A&K Complete Auto & Truck	3/12/2004	Rav4	Estimate	
380			3/11/2004	S15	Estimate	SHOP
378	DON		3/11/2004	TOPKICK	Estimate	2947
377	DANIAL BEAVER		3/11/2004	Cutlass Brougt	Estimate	
374	JOHN FOX	UHAUL	3/10/2004	Sportage 4x 4-	Estimate	
368	JUAN HURTADO		3/9/2004	Tahoe	Estimate	
367	NELSON		3/8/2004	SUPER DUTY	Estimate	SV6255
366	TAK		3/8/2004	FG25N4	Estimate	
365	NELSON	UHAUL	3/4/2004	F350	Estimate	FIELD
360	DON	SPARKLETS	3/1/2004	TOPKICK	Invoice	2862
357	JOE LOPEZ	UHAUL	3/1/2004	El Camino	Estimate	
355	NELSON		2/25/2004	E350	Estimate	EL4452
350	ROGER SMITH		2/23/2004	Lebaron	Estimate	
348	NELSON		2/23/2004	S1600	Estimate	JH0857
344	JAVIER CANO	UHAUL	2/21/2004	1500	Estimate	
341	NELSON		2/18/2004	Ram 3500 Seri	Estimate	DC9051

C. Open Quick Estimates

The 'Open Estimates' window has a blue title bar and a red menu bar with icons for 'Edit Estimate', 'Add New Estimate', 'Delete Estimate', and 'EXIT'. Below the menu bar is a text area with the title 'Open Estimates'. A table with a yellow background displays the following data:

Estimate	Customer	Company	Received	Model
E118	QUANITA MOSS		3/9/2004	Camry

The rest of the table area is empty.

D. Add Work Order

The 'Customer Search' window has a blue title bar and a red menu bar with icons for 'Add Customer' and 'EXIT Cancel'. Below the menu bar is a text area with the title 'Find Customer for New Work Order'. A 'Search' button is located to the right of the title. Below the title are several input fields:

Last Name	<input type="text"/>	Phone Number	<input type="text"/>
Company Name	<input type="text"/>	Tag Number	<input type="text"/>
License Number	<input type="text"/>	Vin Number	<input type="text"/>
Vehicle Make	<input type="text"/>	Vehicle Model	<input type="text"/>

E. Add Quick Estimate

File Canned Jobs Estimate Labor Estimate Parts Interfaces

Convert to Work Order Print Estimate EXIT Exit

Estimate Information		Customer Information		Vehicle Information	
Estimate #	E120	First, Last		Y-M-M	
Received	3/20/2004	Comp.		Trans	
Required	4/20/2004	Address		Engine	VIN
Tax	8.25% No Wk \$0.00	Hm/Wk		Mileage	0
Problem				Man Dt	
				Drv Aids	Air Cond

Part #	Part Description	Taxable	Core / Part	Quan	Hazard	Core	FET	Price	Ext Price
		No	No	0		\$0.00	\$0.00	\$0.00	\$0.00

Estimate Labor				Estimate Totals	
Labor Type	Description	Taxable	Price	Total	Time
		No		\$0.00	0.00

F. Delete Open Work Orders

Delete Open Workorders

Delete Work Order EXIT Exit

Delete Open Work Orders

WO ID	Customer	Company	Received	Model
267	NELSON	UHAUL	1/19/2004	E350
340	NELSON	UHAUL	2/18/2004	E350
341	NELSON	UHAUL	2/18/2004	Ram 3500 Series
344	JAVIER CANO		2/21/2004	1500
348	NELSON	UHAUL	2/23/2004	S1600
350	ROGER SMITH		2/23/2004	Lebaron
355	NELSON	UHAUL	2/25/2004	E350
357	JOE LOPEZ		3/1/2004	El Camino
360	DON	SPARKLETS	3/1/2004	TOPKICK
365	NELSON	UHAUL	3/4/2004	F350
366	TAK	MONETA NURSERY	3/8/2004	FG25N4
367	NELSON	UHAUL	3/8/2004	SUPER DUTY
368	JUAN HURTADO		3/9/2004	Tahoe
374	JOHN FOX		3/10/2004	Sportage 4x 4-Door
377	DANIAL BEAVER		3/11/2004	Cutlass Brougham
378	DON	SPARKLETS	3/11/2004	TOPKICK

G. Closed Work Orders

Closed Work Orders					
View Work Order Add New Work Order Find Closed Work Order Find Customer Customer Detail Exit					
Closed Work Orders					
WO ID	Customer	Company	Date Finis	Model	Veh #
379	SERGIO		3/12/2004	Camaro Rs	
353	BERNICE TOLES		3/12/2004	Fifth Avenue	
375	PAT	TRIPLE B PACKERS	3/11/2004	FK/MR	
370	NELSON	UHAUL	3/11/2004	F350	DC3929J
369	QUANITA MOSS		3/11/2004	Camry	
202		A&K Complete Auto & Truck	3/11/2004	S15	SHOP TRU
376	FILIFE SANTOS	YARA INTL. INC.	3/10/2004	E-350 Econol	
373	MARIO GUDINO		3/9/2004	Accord	
372	ROGER BRANDT	ACE AIR	3/9/2004	Expedition	
371	JUDITH RUANO		3/9/2004	Sentra	
362	RANALDO REYES	ROBCO	3/8/2004	S10 Pickup	
330	NELSON	UHAUL	3/8/2004	S1600	JH0731W
321	NELSON	UHAUL	3/8/2004	3500 Pickup	DC1431R
346	MICHAEL GURSKY		3/5/2004	F-350 Pickup	
193	NELSON	UHAUL	3/4/2004	F350	DC3929J
363	JASON WINTER		3/4/2004	Astro	

H. Closed Work Orders w/Balance

Edit Payment Information Print Work Order Balance List Exit					
Work Order ID	Customer Name:	Company:	Payments	Total:	Balance:
▶ 177	ERNIE	EMERGENCY	\$553.32	\$468.87	(\$84.45) Edit Payment
201	ERNIE	EMERGENCY	\$71.44	\$68.19	(\$3.25) Edit Payment
219	ERNIE	EMERGENCY	\$191.95	\$205.95	\$14.00 Edit Payment
256	NELSON	UHAUL	\$171.60	\$434.07	\$262.47 Edit Payment
253		RACINE RAILROAD	\$192.98	\$189.73	(\$3.25) Edit Payment
257	NELSON	UHAUL	\$170.25	\$167.25	(\$3.00) Edit Payment
276	DON	SPARKLETS	\$1,151.59	\$1,148.34	(\$3.25) Edit Payment
356	NELSON	UHAUL	\$367.58	\$364.58	(\$3.00) Edit Payment
361	Powell, Jim	Glabmans Furniture	\$94.94	\$111.19	\$16.25 Edit Payment

I. Over the Counter Sales

1. Ring Up New OC Sale

The screenshot shows a software interface for customer management. At the top is a 'Customer Search' window with a red header bar. On the left of the header is a blue plus icon and the text 'Add Customer'. On the right are icons for 'Continue' (a rocket) and 'EXIT' (a red arrow pointing to a box labeled 'Exit'). Below the header, the window is titled 'Customer Search By' and contains three input fields: 'Last Name', 'Phone Number', and 'Company Name'. Below these fields is a table with four columns: 'Name', 'Company', 'Last Name', and an empty column. The table contains a list of customer names, with 'ABEL, JOHN' highlighted in blue. Below the table is a confirmation dialog box with a question mark icon and the text 'Would you like to add a new OC sale for ABEL, JOHN'. At the bottom of the dialog are two buttons: 'Yes' and 'No'.

Customer Search

Add Customer

Continue EXIT Exit

Customer Search By

Last Name Phone Number Company Name

Name	Company	Last Name	
ABEL, JOHN		ABEL	
ACOSTA, CHARLES		ACOSTA	
ADAMS, REESE		ADAMS	
ADAMS, KENYA		ADAMS	
ADAMS, JOHN		ADAMS	
ADCOCK, JOSEPH		ADCOCK	
ADKINS, GIL		ADKINS	
ADKINS, CLIFFORD		ADKINS	
AHLERS, JANET		AHLERS	
AHLVERS, DAN		AHLVERS	
AHRENS, CONNIE		AHRENS	
AHRENS, ANNA		AHRENS	

Would you like to add a new OC sale for ABEL, JOHN

Yes No



Invoice Information				Customer Information			
OC Invoice #	OC255	PO Number		Customer Name	ABEL, JOHN Spouse		
Date	4/27/2004			Company Name			
Employee				Address	1114 SIMMONS		
Tax Rate	10.00%			City State Zip	Kirkwood Mo, 63122		
Tax Exempt	No			Phone Number	(314) 984-9350	Phone Ext	
				Work Phone	(618) 337-2255	Work Ext	
Parts Information							
Part #	Part Description	Quantity	Hazard	Core Dep	FET	Price	Ext Price
7777	MYSTERY PART	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-3-101	CUTTING TIP						
000-81-0532	ANTENNA MAST					\$45.64	
000-990-72-12	SCREW					\$2.38	
000-997-40-20	EXPANSION PLATE					\$1.54	
000-997-47-52	STEERING HOSE					\$39.00	
0000-80-0M02	BATTERY					\$117.74	
002-420-37-20	BRAKE PAD SET					\$104.46	
00295-00102	OIL PAN GASKET ADH					\$28.62	
00295-00103	GASKET SEALER					\$0.00	
003-541-73-01	BATTERY					\$133.24	
005-997-44-47	SEAL RING					\$15.72	
Totals Information							
Sub Total			\$0.00	Tax	\$0.00	Total	\$0.00

2. View List of Paid OC Sales

Paid OC Sales				
WO ID	Customer	Company	Phone Number	Date Picked
OC250	POSHAK, THOMAS		3148227491	4/1/2004
OC249	CUSTOMER, NEW			3/31/2004
OC248	HERRE, RICHARD		3149658035	3/16/2004
OC247	HULSEY (D), JIM			3/5/2004
OC245	RASCH, SARAH			3/1/2004
OC246	CUSTOMER, MISC			3/1/2004
OC244	WISSMAN, ARTHUR		3148223330	2/25/2004
OC243	CUSTOMER, MISC			2/23/2004
OC241	CUSTOMER, MISC			2/13/2004
OC242	WEISE, PAUL			2/13/2004
OC240	CUSTOMER, MISC			2/10/2004
OC239	SHIVELBINE, SUSIE		3149652660	2/6/2004
OC237	SMITH, CHAD		6367347053	2/4/2004
OC238	Burke,			2/4/2004
OC236	CUSTOMER, MISC			2/3/2004
OC235	CUSTOMER, MISC			2/2/2004



Invoice Information				Customer Information			
OC Invoice #	OC250	PO Number		Customer Name	POSHAK, THOMAS	Spouse	
Date	4/1/2004	Company Name		Address	834 ROCHDALE		
Employee		City State Zip		City State Zip	Kirkwood Mo, 63122		
Tax Rate	7.33%	Phone Number	(314) 822-7491	Phone Ext			
Tax Exempt	No	Work Phone		Work Ext			
Parts Information							
Part #	Part Description	Quantity	Hazard	Core Dep	FET	Price	Ext Price
24-59	WIPER BLADE	1	\$0.00	\$0.00	\$0.00	\$19.95	
20-51	WIPER BLADE	1	\$0.00	\$0.00	\$0.00	\$12.95	
*		0	\$0.00	\$0.00	\$0.00	\$0.00	

3. View List of Unpaid OC Sales

Delete Counter Sale				
 Delete Counter Sale		 Exit		
Delete OC Sale				
WO ID	Customer	Company	Phone	Date Picked Up
OC254	ABEL, JOHN		(314) 984-9350	4/27/2004
OC255	ABEL, JOHN		(314) 984-9350	4/27/2004
OC251	ABEL, JOHN		(314) 984-9350	4/26/2004
OC252	ABEL, JOHN		(314) 984-9350	4/26/2004
OC253	ABEL, JOHN		(314) 984-9350	4/26/2004
OC232	MCDOWELL, BETTY		(314) 872-8821	1/26/2004
OC223	RASCH, MARK	BENCHMARK CUST	(314) 909-7592	11/7/2003
OC180	RASCH, TERRY			3/27/2003

4. Delete Counter Sale

Delete Counter Sale

 Delete Counter Sale  Exit

Delete OC Sale

WO ID	Customer	Company	Phone	Date Picked Up
OC254	ABEL, JOHN		(314) 984-9350	4/27/2004
OC255	ABEL, JOHN		(314) 984-9350	4/27/2004
OC251	ABEL, JOHN		(314) 984-9350	4/26/2004
OC252	ABEL, JOHN		(314) 984-9350	4/26/2004
OC253	ABEL, JOHN		(314) 984-9350	4/26/2004
OC232	MCDOWELL, BETTY		(314) 872-8821	1/26/2004
OC223	RASCH, MARK	BENCHMARK CUST	(314) 909-7592	11/7/2003
OC180	RASCH, TERRY			3/27/2003

5. Return to Main Menu

6. Return to Work Orders

J. Add Appointment



The "Appointment Add Wizard" dialog box has a blue title bar and a red header bar. The header bar contains a blue plus icon and the text "Add Customer" on the left, a rocket icon and the text "Continue" in the center, and a red "EXIT" button with a white arrow icon and the text "Exit" on the right. The main area is titled "Customer Search By" in blue. It contains four text input fields arranged in a 2x2 grid: "Last Name", "Company Name", "Phone Number", and "License Number" on the left, and "Vin Number" on the right. The "License Number" field is partially obscured by the "Vin Number" field.

Appointment Add Wizard

Add Customer

Continue

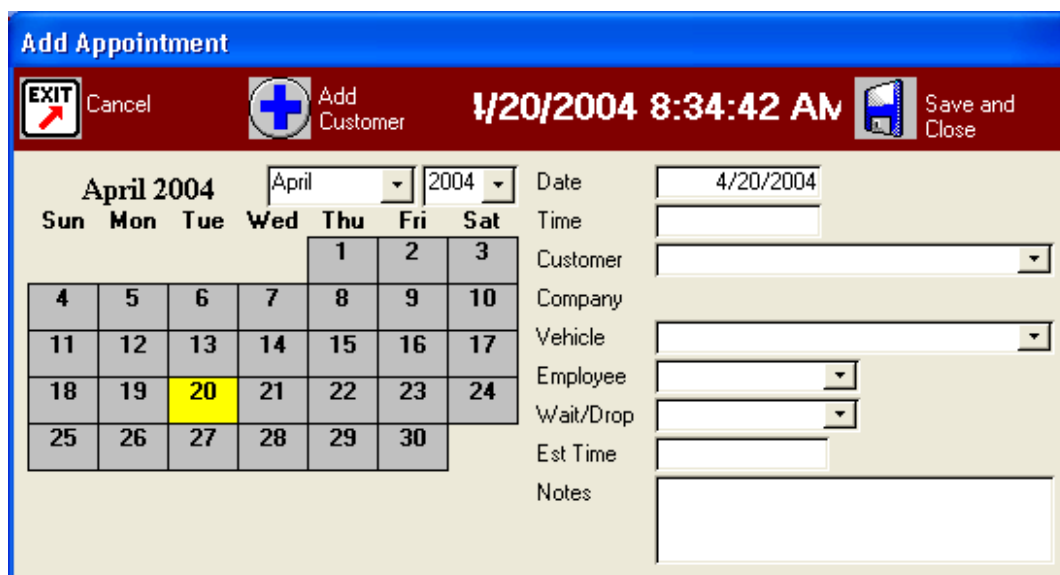
EXIT Exit

Customer Search By

Last Name Phone Number

Company Name

License Number Vin Number



The "Add Appointment" dialog box has a blue title bar and a red header bar. The header bar contains a red "EXIT" button with a white arrow icon and the text "Cancel" on the left, a blue plus icon and the text "Add Customer" in the center, and a floppy disk icon and the text "Save and Close" on the right. The main area is divided into two sections. The left section shows a calendar for April 2004, with the date 4/20/2004 selected. The right section contains several text input fields and dropdown menus: "Date" (4/20/2004), "Time", "Customer" (dropdown), "Company", "Vehicle" (dropdown), "Employee" (dropdown), "Wait/Drop" (dropdown), "Est Time", and "Notes".

Add Appointment

Cancel Add Customer 4/20/2004 8:34:42 AM Save and Close

April 2004 April 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date 4/20/2004

Time

Customer

Company

Vehicle

Employee

Wait/Drop

Est Time

Notes

K. View Appointments

Date	Time	Company Name	Customer	Vehicle	Employee	Comments	Wait Drop	Est Time
10/27/2003	8:00:00 AM	A&K Complete Auto & Ti		2001 Gmc Yukon	0003		Drop Off	

L. Return to Main Menu

II. WORK ORDERS

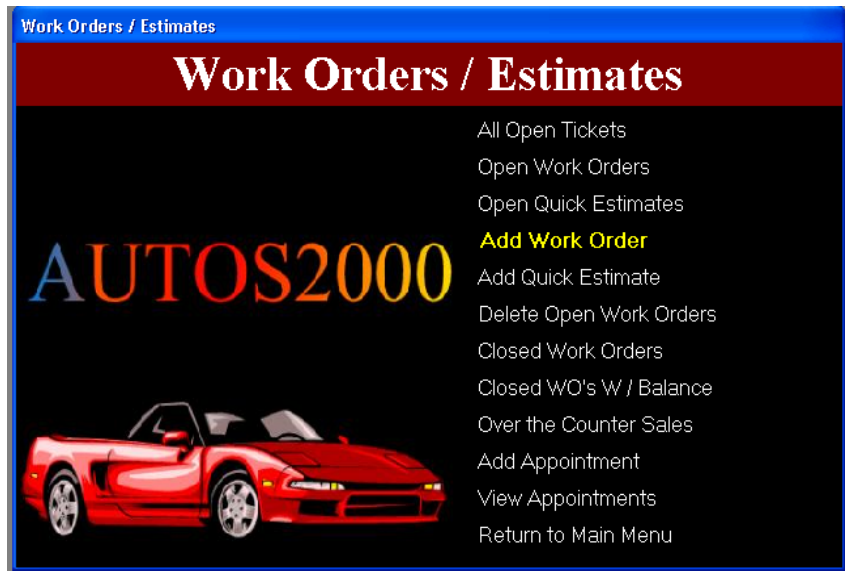
A. Creating a New Work Order

1. From the AUTOS200 Main Menu, select WORK ORDERS/ESTIMATES



2. Select ADD WORK ORDER.

Note: This can also be done from the **Open Work Orders** screen and the **All Open Tickets** screen.



3. From here the system will open the **Customer Search** window.



The *Customer Search* screen gives the user eight different options to search from. All the search fields use what is called a fuzzy search. For example, searching for the last name "Spiker", the user can type in "Sp" or "ik", press the "TAB" key and still be able to find the customer they are looking for. When doing a search and the customer can't be found, the system will ask the user if they would like to add them.

Once the customer that the user is searching for has been found the user has 2 options:

- The user can highlight the customer they are looking for and use the “Continue” button. Or,
- Double click on the customer in the list to move forward.

4. From here the system will open the **Select Vehicle** screen.

Note: If searching for a customer via the “License”, “VIN Number”, or “Vehicle Tag Number” the user will not be taken to this screen.

The *Select Vehicle* screen is a list of all the vehicles that a particular customer has. This screen also gives the ability to add a vehicle to a customer if it is not currently listed by clicking on the *Add Vehicle* button.

Once the user has found the vehicle they are looking for, they can choose one of two options:

- Highlight the selected Vehicle and use the “Continue” button. Or,
- Double click on the Vehicle in the list to move forward.

Note: Before the user continues on to the Work Order, they can also enter the vehicles mileage here or enter it into the Work Order itself.

5. The actual Work Order will be displayed. The following information should help the user in entering parts, labor, sublet, discounts, and adding estimate revisions.

B. Adding Parts to Work Order

AUTOS200 gives the user 3 different options on adding parts into a work order.

- Directly to the Work Order screen
- Parts Search
- Parts Quick List

Entering parts directly into a work order

To the center-left of the work order screen is the section for Work Order Parts. There are two options to adding parts directly to the work order:

- Typing in the part number and having the system enter all the information.
- Entering a Description Directly

Typing in the Part Number

In this section there is a blank line. Click into the blank part number field. Start typing in the part number. If the part is in the system it will find it. If this is a new part number to the system, the user will receive a message box asking if they would like to search the Alternate Part numbers in the system. If the part is not in the system, the “Add Parts Screen” will come up. There are three options:

1. **Quick Add**—this option adds the part to the system without making you go through the entire parts add procedure.
2. **Setup**—this option will allow the user to add the part into inventory and set up all options for it.
3. **Cancel**—after using cancel the user must click “ok” to select another part and return to the Work Order Screen. Press “Esc” 2 times to clear that part or retype the part number.

After entering the part number into the Work Order the system will tab to the Part Description. Please enter the part description, and then press “Tab” to go to the quantity field. Please enter the quantity, and then press “Tab” to go to the price field. Please enter the price.

Enter the part description directly

If no part number is associated you can enter the part description only. “Tab” over to the part description field, type in the description, and then press “Tab” and enter the quantity, hit “Tab” and enter the price and then press the “Tab” key again to update the work order total.

Using the parts search

The "Part Search" gives 9 different options to search from. All the search fields use a fuzzy search IE: If searching for the Description "Serpentine Belt" the user can type in "Serb" or "Belt" then press the "TAB" key and still be able to find the part searched for.

Once the desired Part has been found there are 2 options:

- A. Highlight the Part that use the "Continue" button. Or,
- B. Double click on the Part in the list to select.

Using the Parts Quick List

The "Parts Quick List" is a current list of all parts in AUTOS200. From here there are 2 options:

- Highlight the Part that you are looking for and use the "Continue" button. Or;
- Double click on the Part in the list.

C. Adding Labor to Work Order

AUTOS200 provides 3 different options on adding labor into a Work Order:

1. Entering labor directly into a work order

On the bottom left corner of the work order screen please notice the Work Order Labor section.

To add labor to this section there are 2 options:

**Selecting the labor type from the drop down list.
Entering a description directly.**

2. Selecting the labor type from the drop down list -Point the cursor to the blank "Labor Type" field and click. Start typing in the labor type ID or use the down arrow and scroll through the list, as the user types the system will bring up matching labor types. If this is a new labor type ID to the system there will be a message box asking if the user would like to add. By selecting yes, the system will go to the "Labor Type Add" screen. Now a labor type is selected, the system will go to the mechanic field to allow selection of who is assigned to do the work. It will then ask for the total for the labor or just enter the time and the system will calculate the total.

3. Enter the labor description directly -If there is no labor type ID go to the labor description field directly and type in the description. Press "Tab" to move to the select mechanic field, and then "Tab" to the enter total field and then press the "Tab" key again to update the work order totals.

Adding Sublet to Work Order

To add sublet to a Work Order click on the "Edit Work Order" button located at the top of the screen on the tool bar. This will open the "Edit Work Order" screen. Click on the third tab over that reads "Sublet Charges". Enter the Sublet information.

Under sublet there are 4 fields across the top and 1 large one below. They are as follows:

1. Company Name - **Does not print on the Work Order.**
 2. Sublet Cost - This is what is paid to the sublet company.
 3. Sublet Price - This is what the shop is charging the customer.
 4. Taxable - This signifies whether it is taxable or not.
 5. Description - This is the description that will print out for the customer.
- To find out more about the “Edit Work Order Screen” please see Page 19.

Giving a Discount

To add discounts to a Work Order click on the “Edit Work Order” button located at the top of the screen on the tool bar. This will open the “Edit Work Order” screen.

In the second column the last 3 fields are as follows:

1. Parts Discount
2. Labor Discount
3. Discount Amt - To enter a total discount amount for the entire Work Order.

Note: To type in a discount amount type it in as a decimal figure. For a 10% discount type .1 or for a 15% discount type .15.

Estimate Revisions

To add Estimate Revisions to a Work Order click on the “Edit Work Order” button located at the top of the screen on the tool bar. This will open the “Edit Work Order” screen.

Amount	Date	Approved By	Phone
\$0.00			
\$0.00			
\$0.00			
\$0.00			

Click on the second tab for “Estimate Revisions”. Estimate Revisions can now be entered. When finished entering the revisions click on the Update button.

To find out options on printing the estimate revisions please review the Company Setup screen information on Page 4.

To find out more about the “Edit Work Order” screen please see Page 19.

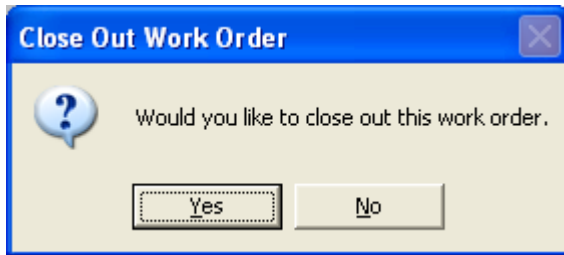
Taking Payments on Work Order

To accept payments for a Work Order click on the “Payments” button located at the top of the screen on the tool bar. Please notice that Payment 1 is already filled in with the total amount due. The drop down box allows the user to select the method of payment. When finished taking the payment click on the “Update” button. The user will then have the option to close the Work Order.

Payment	Chk/Acct #	Amount
Payment1:		\$0.00
Payment2:		\$0.00
Chk/Acct # 2		
Payment3:		\$0.00
Chk/Acct # 3		
Payment4:		\$0.00
Chk/Acct # 4		
Payment5:		\$0.00
Chk/Acct # 5		
Payment6:		\$0.00
Chk/Acct # 6		
Payment Amount		\$0.00
Total Due		\$0.00
Balance		\$0.00

Closing a Work Order

When applying a payment, the system will ask you if you would like to close out this work order.



D. Adding New Customers/Vehicles

The "Add Customer" screen is where all options are set up for any customer. Notice that there are 4 different tabs on this screen and they are as follows:

Personal Information:

On this tab there are 26 different fields to give the ability to enter any and all the prudent information pertaining to this customer. Notice that there are a few special fields on this screen and they are as follows:

1. *Resale Number* - This is for corporate customers.
2. *Credit Limit* - This is so you can set credit limits for your accounts receivable customers.
3. *Default Pricing* - This is for when you use scalable pricing for different customers and it will carry over the parts and labor pricing.
4. *Source* - This is for tracking where the customers are coming from so the shop can tell what type of marketing works best.
5. *Customer Type* - This is for setting up what type of customer they are IE: retail, wholesale, etc.
6. *Tax Exempt* - this is for tax exempt customers so it will create new work orders as non taxed.

Vehicle Information:

This is where the user can add all the customer vehicles. Notice that there is a big field for "Comments". This area is for making notes pertaining to this vehicle IE: "left front fender has a large scratch which was there when vehicle came in".

Alternate Customer Names:

The alternate customer names is intended for multiple people under one account. The following are a few examples on how this can be used.

1. A fleet account with multiple vehicles and each one has a driver assigned to it. and you want to be able to bill XYZ Fleet is billed for the services, but the drivers name prints out on the work order. Under the personal information tab the user can setup all the company information and then list all the drivers and their vehicles.
2. A family that has multiple vehicles and each vehicle has only has one driver. The entire family can be set up under one account to track their spending habits.

a. Edit Work Order Screen

While in an Open Work Order the user will notice the button "Edit Work Order" at the top of the screen. Clicking on this will open the "Edit Work Order" screen. There the user will find 4 tabs:

1. **Work Order Information**
2. **Estimate Revisions**
3. **Sublet Charges**
4. **Safety Inspections (This feature is under development).**

The screenshot shows the 'Edit Current Workorder' window in the AMCOM software. The window has a menu bar at the top with options like File, Customers, Vehicle, Canned Jobs, Labor, Parts, Work Order, Interfaces, and System. Below the menu bar is a toolbar with icons for Customer History, Edit Work Order, Use Canned Job, Internal Comments, Payment, Print Estimate, and Exit. The main window is divided into several sections. On the left, there's a 'Customer Information' section with fields for WO #, Name, Company, and Address. Below that is a 'Work Order Parts' section with a 'Part #' and 'Part Description' field. At the bottom left is a 'Work Order Labor' section with a 'Labor Type' and 'Description' field. The central part of the window is the 'Work Order Information' tab, which contains a large number of fields for entering work order details. These include Customer, Alt Customer, Service Writer, PO Number, Date Received, Date Required, Tax Exempt, Warranty Work, Mileage, Mileage Out, Sales Tax Rate, Date Finished, Date Picked Up, Warranty Miles, Warranty Months, Work Decline Amt, Show Rec Next WO, Parts Discount, Labor Discount, and Discount Amt. At the bottom right, there's a summary table showing the total costs for Labor, Parts, Sublet, and the Grand Total.

Category	Amount
Labor	\$178.00
Parts	\$29.99
Sublet	\$0.00
Grand Total	\$177.99

Under the "Work Order Information Tab" The user will find 18 different fields, as listed below:

1. *Alternate Customer* - By clicking the drop down arrow the user can assign an alternate customer to this work order. To find out more about alternate customers please see section "Adding a New Customer".
2. *Service Writer* - By clicking the drop down arrow the user can assign a service writer to this work order. To find out about adding employees to the system please see the section "Adding a New Employee".
3. *PO Number* - If a Purchase Order is associated with this Work Order, it can be entered here.
4. *Date Received* - This is the date the shop received the vehicle.
5. *Date Required* - This is the date promised to the customer.
6. *Tax Exempt* - This designates the customer as Tax Exempt.
7. *Warranty Work* - This designates the work order as being warranty work.
8. *Parts Discount, Labor Discount* - This is where discounts are entered.
9. *Mileage* - This allows entry or editing of the "Mileage in" of the vehicle.
10. *Mileage Out* - Where required, this allows the user to enter the "Mileage out" of the vehicle. To find out more about options on printing this please; see section 1 "Company Setup".
11. *Sales Tax Rate* - This is where the user can edit the Sales Tax Rate assigned to this work order.
12. *Date Finished* - This is the date that the vehicle was completed. This is also the date that will print on the final invoice.
13. *Date Picked Up* - This is the date that the customer picked up the vehicle.
14. *Warranty Miles* - Warranty coverage as stated in Miles
15. *Warranty Months* - Warranty coverage as stated in Months.
16. *Work Declined Amount* - Where declined service dollars are entered.
17. *Show Rec Next Work Order* - by setting this option to "Yes" the next time the vehicle comes into the shop the system will let the user know that there are previous recommendations, and ask if they would like to view them.

There are 2 separate buttons at the top of the screen :

1. Custom Reminder: This will set a "Custom Reminder" for this customer.
2. Update: To save changes and exit the Edit Work Order Screen.

b. Viewing Previous Recommendations




By default, previous recommendations will not be automatically displayed.

c. **Customer Warnings, Internal Comments, and Pop-Ups**

E. Canned Jobs Maintenance

a. Add Canned Job

Canned Jobs

 Parts Blow Up  Labor Blow Up  Exit

Quick Code: LQF Desc: Lube, oil, and filter
Make: Model:
Early Year: 0 Late Year: 0

Parts Information

Part Number	Part Description:	Quan	Hazard	Core Dep	Price
▶		0	\$0.00	\$0.00	\$0.00 =...

Labor Information

Labor Type	Description	Labor Type	Total	Est Time
▶			\$0.00	0.00 =...

Totals

b. Find a Canned Job

Canned Job Search





Add Canned Job Cancel

Canned Job Search By **Search** **Clear Fields**



Description Quick Code

Make Model

c. **Canned Job List**

 Add Canned Job  Canned Job Edit / Detail  Print Canned Jobs List  EXIT						
Sort List by <input type="text" value="Name"/>						
Quick Code:	Description:	Make:	Model:	Parts Total:	Labor Total:	Total:
A/C ACCUMULATOR	R/R A/C ACCUMULATOR	ALL	ALL	\$0.00	\$0.00	\$0.00
A/C BLOWER MOTOR	R/R A/C BLOWER MOTOR	ALL	ALL	\$0.00	\$0.00	\$0.00
A/C COMPRESSOR	R/R COMPRESSOR	ALL	ALL	\$0.00	\$835.20	\$835.20
A/C EVAPORATOR	R/R A/C EVAPORATOR	ALL	ALL	\$0.00	\$0.00	\$0.00
A/C EXPANSION VALVE	R/R A/C EXPANSION VALVE	ALL	ALL	\$0.00	\$0.00	\$0.00
AIR FILTER	R/R AIR FILTER	ALL	ALL	\$0.00	\$259.20	\$259.20
ALTERNATOR	R/R ALTERNATOR	ALL	ALL	\$0.00	\$777.60	\$777.60
BALL JOINTS	R/R BALL JOINTS(BOTH SIDES)	ALL	ALL	\$0.00	\$1,440.00	\$1,440.00
BALL JOINTS (ONE SIDE)	R/R BALL JOINTS (ONE SIDE)	ALL	ALL	\$0.00	\$921.60	\$921.60
BLEED SYSTEM 4 WHEELS	R/R BLEED SYSTEM 4 WHEEL	ALL	ALL	\$0.00	\$0.00	\$0.00
BRAKES BOOSTER	R/R BRAKES BOOSTER	ALL	ALL	\$0.00	\$0.00	\$0.00
BULB	R/R BULB	ALL	ALL	\$0.00	\$57.60	\$57.60
CALIPER	R/R CALIPER	ALL	ALL	\$0.00	\$460.80	\$460.80
CENTER BEARINGS	R/R CENTER BEARINGS	ALL	ALL	\$0.00	\$0.00	\$0.00
COIL SPRING	R/R COIL SPRINGS (BOTH)	ALL	ALL	\$0.00	\$0.00	\$0.00
COIL SPRINGS	R/R COIL SPRINGS (ONE)	ALL	ALL	\$0.00	\$0.00	\$0.00
COOLING SYSTEM	R/R COOLING SYSTEM	ALL	ALL	\$0.00	\$0.00	\$0.00
DETAIL	R/R DETAIL	ALL	ALL	\$0.00	\$699.00	\$699.00
DIFFERENTIAL	R/R DIFFERENTIAL	ALL	ALL	\$0.00	\$0.00	\$0.00
DRAG LINK	R/R DRAG LINK	ALL	ALL	\$0.00	\$0.00	\$0.00
DRIVE SHAFT	R/R DRIVE SHAFT	ALL	ALL	\$0.00	\$0.00	\$0.00
FAN CLUTCH	R/R FAN CLUTCH	ALL	ALL	\$0.00	\$547.20	\$547.20
FLASHER UNIT	R/R FLASHER UNIT	ALL	ALL	\$0.00	\$0.00	\$0.00
FLASHER UNIT	R/R FLASHER UNIT	ALL	ALL	\$0.00	\$0.00	\$0.00
FRONT AXLE	R/R FRONT AXLE (BOTH)	ALL	ALL	\$0.00	\$0.00	\$0.00
FRONT AXLE	R/R FRONT AXLE (ONE)	ALL	ALL	\$0.00	\$0.00	\$0.00
FRONT BLOWER MOTOR	R/R FRONT BLOWER MOTOR	ALL	ALL	\$0.00	\$432.00	\$432.00
FRONT BRAKE	R/R FRONT PADS	ALL	ALL	\$0.00	\$806.40	\$806.40
FUEL DASH GAUGE	R/R FUEL DASH GAUGE	ALL	ALL	\$0.00	\$0.00	\$0.00
FUEL FILTER POWER STROKE	R/R FUEL FILTER POWER STROKE	ALL	ALL	\$0.00	\$403.20	\$403.20

d. **Delete a Canned Job**

 Canned Job
Edit / Detail  Exit

To delete a canned job click on the little grey square next to the one you would like to delete and when you see the arrow next to it hit the delete key on your keyboard.

Description:	Quick Code	Make:	Model
► R&R FRONT PADS	FRONT BRAKE	ALL	ALL
R&R REAR BRAKES	REAR BRAKES	ALL	ALL
R&R LUBE	LUBE	ALL	ALL
R&R BULB	BULB	ALL	ALL
R&R ALTERNATOR	ALTERNATOR	ALL	ALL
R&R COMPRESSOR	A/C COMPRESSOR	ALL	ALL
R&R AIR FILTER	AIR FILTER	ALL	ALL
R&R FUEL FILTER POWER STROKE	FUEL FILTER POWER ST	ALL	ALL
R&R REAR OIL SEAL	REAR OIL SEAL	ALL	ALL
R&R MOTOR MOUNT	MOTOR MOUNT	ALL	ALL
R&R MASTER CYLINDER	MASTER CYLINDER	ALL	ALL
R&R BALL JOINTS(BOTH SIDES)	BALL JOINTS	ALL	ALL
R&R BALL JOINTS (ONE SIDE)	BALL JOINTS (ONE SIDE)	ALL	ALL
R&R WINDOWS	WINDOWS	ALL	ALL
R&R RADIATOR HOSE(LOWER)	RADIATOR HOSE	ALL	ALL
R&R HEATER HOSE	HEATER HOSE	ALL	ALL
R&R FRONT BLOWER MOTOR	FRONT BLOWER MOTO	ALL	ALL
R&R FAN CLUTCH	FAN CLUTCH	ALL	ALL
R&R CALIPER	CALIPER	ALL	ALL
R&R DETAIL	DETAIL	ALL	ALL
PDI	PDI	ALL	ALL
R&R GAS FILTER	GAS FILTER	ALL	ALL
R&R TRANSMISSION SERVICES	TRANSMISSION SERVICES	ALL	ALL

e. **Return to Main Menu**

f. **Return to Work Orders Menu**

F. Employee Maintenance

a. Add Employee

Employees

Save Employee EXIT Exit Without Changes

Employee ID	<input type="text"/>
Pay Type	<input type="text"/>
Pay	<input type="text" value="\$0.00"/>
Supervisor	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City, ST, Zip	<input type="text"/>
Home Phone	<input type="text"/>
Office Phone	<input type="text"/>
SSN #	<input type="text"/>
Male	<input checked="" type="checkbox"/>
Birth Date	<input type="text"/>
Active	<input checked="" type="checkbox"/>
Hire Date	<input type="text"/>
Term Date	<input type="text"/>
Last Review	<input type="text"/>
Next Review	<input type="text"/>
Emerg Notify	<input type="text"/>
Current Status	<input type="text"/>
Comments	<input type="text"/>

Employee ID—A number, an abbreviation of the person's name, or some other unique designation. Keep in mind that the Employee ID will appear on a dropdown list in an open work order. This enables the user to indicate which employee performed a particular labor type. Key to this is to keep it simple. NOTE: IF using the import to Amcom Software, the 1st 6 characters in the Employee ID are used. In this case, it is recommended to keep the ID to 6 unique characters.

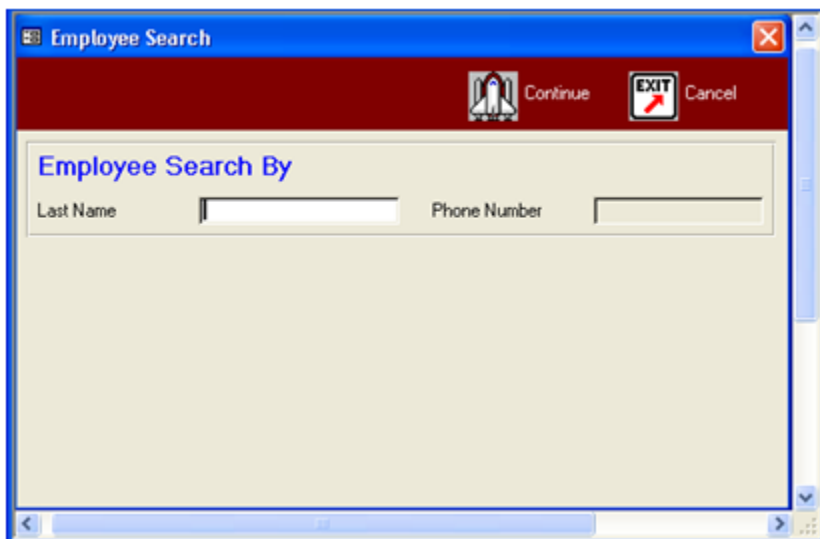
Pay Type and Pay—Pick from the dropdown list. If you do not find it in the list, type it in, and the system will ask if you want to add it. Pay is the amount that person is paid.

Fill in all the employee's contact and personal information, and indicate with the check boxes, whether or not the employee is male and actively employed.




Current Status—this can be used to indicate the employee's title, IE: "Technician".

Comments—Personal comments that relative to the employee; i.e., what skills they have, disciplinary actions, etc.






b. **Find Employee**

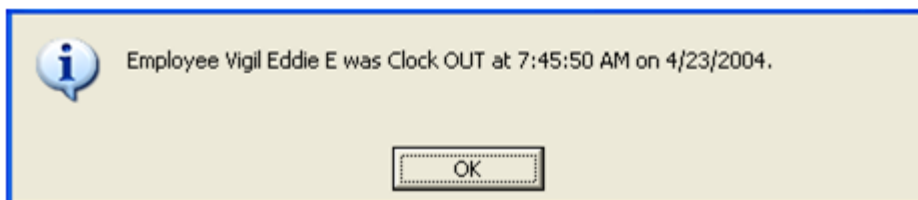
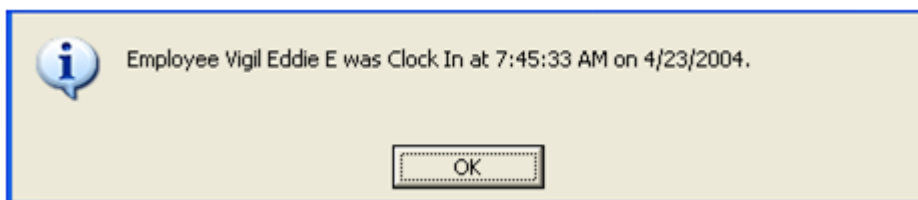
The image shows a Windows-style dialog box titled "Employee Search". The title bar is blue with standard window controls (minimize, maximize, close). Below the title bar is a red header area containing a "Continue" button with a person icon and a "Cancel" button with an "EXIT" icon. The main area of the dialog is light beige. It features the text "Employee Search By" in blue. Below this, there are two input fields: "Last Name" and "Phone Number", each with a text box. The dialog has a standard Windows scrollbar on the right side.

c. **View Employee List**

 Add Employee  Employee Detail  EXIT				
To Delete an Employee Click on the little box on the LEFT and then hit the Delete key on your keyboard.				
Employee ID	Employee Name	Supervisor	Address	City, State, Zip Code
MAA	Atwood Mark A		11575 Tupelo Street	Lemmon Valley, NV 89506
DLB	Boyden Dennis L		5285 Santa Barbara Ave	Sparks, NV 89436
KDH	Hitchcock Kathleen D		3342 Toledo Dr	Sparks, NV 89436
KEN	KEN ELLSON	MARK	965 PALMWOOD DR	SPARKS, NV 89431
JCM	Matt James C		3580 Candalaria	Sparks, NV 89434
JGM	Matt John G.		3375 Wilma Court	Sparks, NV 89431
nadine	Nadine L Mickey		2371 Melody Ln	Reno, NV 89512
NCG	Nathaniel C Gratz		16705 Red Rock Rd.	Reno, NV 89506
JWP	Paul John W		685 Warren Way	Fernley, NV 89408
SEP	Paylor E Steve	Mark	17700 Casita Court	Reno, NV 89506
RPS	Richard P Swanson		879 D Street	Fernley, NV 89408
CWR	Roberts W Curtis		3665 Peregrine Cr	Reno, NV 89506
MLR	Rodriguez Mike L		7805 Tamara Dr	Reno, NV 89506
SMT	Tollefson M Stephen M		5845 Klondike	Sun Valley, NV 89433
EV	Vigl Eddie E		635 Oleander	Sparks, NV 89433
AZ	Zeme Allen		2130 Prince Way	Reno, NV 89503
*				

d. **Clock In and Out On Work Order**

Employee Time Clock			 EXIT Close	
WO ID	Company	Customer	<div>7:44:21 AM</div> <div>Friday, April 23, 2004</div> <div>  Clock In  Clock Out </div>	
143824	Pacific States C	SMITH, RICK		
142989		SMITH, GLORIA		
143790		SMITH, GLEN		
143625		STOTTS, LAURA		
143816		TAVCAR, VORIS		
143721	NORTHSTAR	WARREN, TOM		
142104		WEISS, J.D.		
LaborType	Description	<div>  Zeme Allen  </div>		
MECLAB	LABOR TO CHECK OUT CRANKCASE PRESSURE, EN	Roberts Curtis		
FEI	INSPECT SUSPENSION / STEERING COMPONENTS T	Boyden Dennis L		
FRT	FREIGHT CHARGE	Vigl Eddie E		
MECLAB	REMOVE AND REINSTALL LONG BLOCK, REINSTALL V	Matt James C		
MECLAB	REBUILD BELL CRANK	Matt John G.		
MECLAB	REBUILD DRAG LINK ENDS	Paul John W		
MECLAB	REPLACE FRONT & REAR SHACKLES	Hitchcock Kathleen		
MECLAB	FLOOR WORK	KEN ELLSON		
NONE				



e. **Edit Payroll Type Descriptions**

Payroll Pay Types

Buttons: Add Pay Type, Previous Pay Type, Next Pay Type, Delete Pay Type, Quick List, Exit

Pay Description	Salary	OT Available	<input type="checkbox"/>
Short Name	Salary	OT Quantity	40
Frequency	1	OT Rate	0
Hours Per Unit	40	OT Pay Type ID	0
System Pay Type	1		
W2 Box Code	1		

f. **Clock In/Clock Out**

Employee Time Clock

Buttons: Close

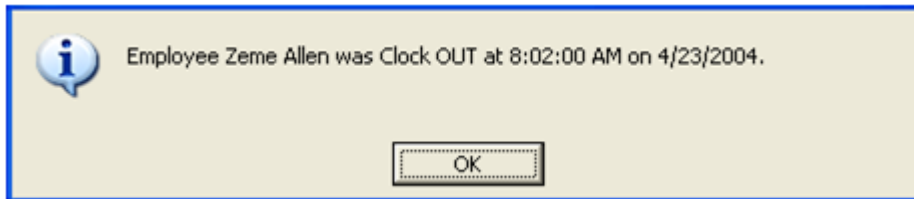
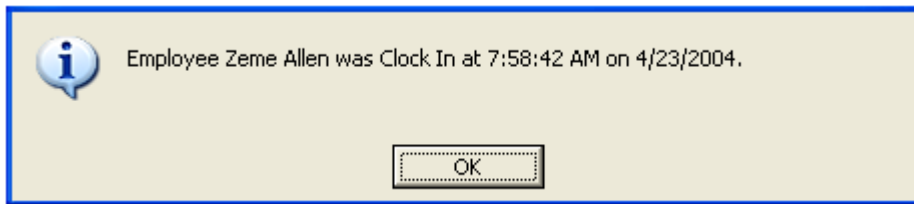
Employee List:

- Zeme Allen
- Roberts Curtis
- Boyden Dennis L
- Vigil Eddie E
- Matt James C
- Matt John G.
- Paul John W
- Hitchcock Kathleen
- KEN ELLSON

7:58:40 AM
Friday, April 23, 2004

Buttons: Clock In, Clock Out

Last Action: OUT at 7:52:30 AM on 4/23/2004



g. **View Employee Punches**

Employee Punches

Help ? Edit Employee Punches EXIT Exit

Date Range
Begin 4/18/2004 And 4/25/2004 Resort List

Employee	Date	Clocked In	Clocked Out
Hitchcock Kathleen D	4/23/2004	7:52:37 AM	7:52:39 AM
Matt John G.	4/23/2004	7:52:32 AM	7:52:35 AM
Zeme Allen	4/23/2004	7:58:42 AM	8:02:00 AM
Zeme Allen	4/23/2004	7:52:26 AM	7:52:30 AM

h. **Emp Time Clock Summary Report**

Employee Time Clock Summary

EXIT Exit Continue

Employee Time Clock

Employee Zeme Allen

Between 4/18/2004

And 4/25/2004

SUNSHINE SERVICE
Your Napa Auto Care Center Complete Auto Truck &
RV Repair 850-B South Rock Blvd.
Sparks, NV89431

Time Clock Summary Report for: Zeme Allen
Time Clock Period: 4/18/2004 To 4/25/2004

Zeme Allen

Transaction Date	Clock In	Clock Out	Hours Worked
Friday, April 23, 2004	7:52:26 AM	7:52:30 AM	0 Hrs 0 Min
Friday, April 23, 2004	7:58:42 AM	8:02:00 AM	0 Hrs 3 Min
		Total Hours	0 Hrs 3 Min

Page: 1

i. **Time Clock Summary Report**

Time Clock Summary Report

Exit **Continue**

Time Clock Summary

Between

And

SUNSHINE SERVICE
Your Napa Auto Care Center Complete Auto Truck &
RV Repair 850-B South Rock Blvd.
Sparks, NV 89431

Time Clock Summary Report for: All Employees
Time Clock Period: 4/23/2004 To 4/23/2004

Zeme Allen

Transaction Date	Clock In	Clock Out	Hours Worked
Friday, April 23, 2004	7:52:26 AM	7:52:30 AM	0 Hrs 0 Min
Friday, April 23, 2004	7:58:42 AM	8:02:00 AM	0 Hrs 3 Min
Friday, April 23, 2004	8:15:45 AM	8:15:49 AM	0 Hrs 0 Min
Total Hours			0 Hrs 3 Min

Roberts Curtis

Transaction Date	Clock In	Clock Out	Hours Worked
Friday, April 23, 2004	8:15:25 AM	8:15:52 AM	0 Hrs 0 Min
Total Hours			0 Hrs 0 Min

Boyden Dennis L

Transaction Date	Clock In	Clock Out	Hours Worked
Friday, April 23, 2004	8:15:28 AM	8:15:55 AM	0 Hrs 0 Min
Total Hours			0 Hrs 0 Min

Vail Eddie E

Page: 1

j. **Return to Main Menu**

G. Customer Maintenance

a. View Customer Detail

Menu Bar: Find Cust, Edit Cust, Edit Vehicle, Add New WO, Edit WO, Internal Comments, Add Counter, Edit Counter, EXIT

Customer Information:

Company Name: JAMES ALBERT	DL Number:	Customer Vehicles:				
Spouse:	Resale Number:	<table><tr><th>Vehicle</th><th>License</th></tr><tr><td>1990 Isuzu Pickup</td><td>703FFC</td></tr></table>	Vehicle	License	1990 Isuzu Pickup	703FFC
Vehicle	License					
1990 Isuzu Pickup	703FFC					
Address: 2107 IDLEWILD DR.	Customer Since: 5/23/2003					
Home: Reno, NV 89502	Checks Accept: Yes					
Work: (775) 348-6130	Charge Accept: No					
Cell:	Credit Limit: \$0.00					
Pager:	Default Pricing: A					
	Tax Exempt: <input type="checkbox"/>					

Note: This form is not updateable.

Work Orders / Estimates

WO	Rec	Finished	Status	Vehicle Problem	Vehicle	Lic	Mileage	Total	Balance
140924	5/23/2003	5/23/2003	Invoice	FEI - SLIGHT PULL LEFT	1990 Isuzu Pickup	703FFC	124903	\$773.19	\$0.00
Grand Totals:								\$773.19	\$0.00

Counter Sales

WO	Finished	Employee Name	Total	Payments	Balance
Grand Totals:					

b. Add Customer

Customer Maintenance

Customer Information

INV Add New Work Order Cancel Save and Continue

Customer Information

Personal Information | Vehicle Information

First Name	<input type="text"/>	Resale Num	<input type="text"/>
Last Name	<input type="text"/>	DL Number	<input type="text"/>
Spouse Name	<input type="text"/>	Credit Limit	<input type="text" value="\$0.00"/>
Company Name	<input type="text"/>	Accept Checks	<input checked="" type="checkbox"/>
Billing Address	<input type="text"/>	Accept Charge	<input type="checkbox"/>
Zip Code, State	<input type="text"/>	Default Pricing	<input type="text" value="A"/>
City	<input type="text"/>	Source	<input type="text"/>
Home #	<input type="text"/>	Type	<input type="text" value="Retail"/>
Work #	<input type="text"/>	Customer Since	<input type="text" value="4/23/2004"/>
Pager #	<input type="text"/>	Cust B-Day	<input type="text"/>
Email Address	<input type="text"/>	Spouse B-Day	<input type="text"/>
		Tax Exempt	<input type="checkbox"/>

Customer Maintenance

Customer Information

INV Add New Work Order Cancel Save and Continue

Customer Information

Personal Information | Vehicle Information

Year	<input type="text" value="1987"/>	Color	<input type="text" value="Brown"/>
Make	<input type="text" value="Ford"/>	Engine	<input type="text" value="2.2"/>
Model	<input type="text" value="Bronco"/>	Transmission	<input type="text" value="Automatic"/>
License	<input type="text" value="D0D04U"/>	Drive Axle F/R/4	<input type="text" value="4"/>
Vin	<input type="text" value="12345678901234567"/>	Air Conditioning	<input type="text" value="Yes"/>
Man Date	<input type="text"/>	Vehicle Tag ID	<input type="text"/>
Comments	<input type="text"/>		

Add Vehicle Previous Vehicle Next Vehicle Delete Vehicle

c. Add customer Without Vehicle**d. Find Customer**

e. View Customer List

Sort Customers by: Last Name

To Delete a Customer Click on the little box on the LEFT and then hit the Delete key on your keyboard.

ID	Customer	Company	Spouse	Address	City, ST, Zip	Phone Num
223		JASPER ENGINES & TRA		643 HANLEY INDUSTRIAL C	ST. LOUIS, MO 63144	
751		ST. MARYS HEALTH CEN		6420 CLAYTON RD.	RICHMOND HEIGHTS.	
768		LAURAN GROUP, LLC				
1824		TOMCO				(314) 822-3732
959		A BROOKS PLUMBING		8409 OLIVE	ST. LOUIS, MO 63132	
289		KIRKWOOD CARQUEST		11023 MANCHESTER RD	Kirkwood, Mo 63122	
1627		AUTO TIRE		11202 MANCHESTER RD	Kirkwood, Mo 63122	
1545		CAR-X		11139 MANCHESTER	Kirkwood, Mo 63122	
285		HCP		12025 MANCHESTER RD.	DES PERES, Mo 63131	
2016						
1987	DAVE	ACE TRANSMISSION			Kirkwood, Mo 63122	(314) 965-0606
1213		ARCHDIOCESE OF ST LO		243 W. ARGONNE DRIVE	Kirkwood, Mo 63122	
1755		WURTH USA INC.				
1373		SMITTY'S AUTO SERVIC		449 PEEKE	Kirkwood, Mo 63122	(314) 821-4356
1522		BRENTWOOD MEINEKE		9100 MANCHESTER	BRENTWOOD, MO 631	(314) 962-4881
1067	ABEL, JOHN			1114 SIMMONS	Kirkwood, Mo 63122	(314) 984-9350
109	ACOSTA, CHARLES			649 HICKORY LN.	DES PERES, Mo 63131	(314) 821-7388
1623	ADAMS, JOHN			134 W. JEWEL	Kirkwood, Mo 63122	(314) 966-0331
1461	ADAMS, KENYA			1933 VALLE	SAINT LOUIS, MO 631	
593	ADAMS, REESE			1966 HUNTING LAKE CT.	Kirkwood, Mo 63122	(314) 966-5262
1485	ADCOCK, JOSEPH		MICHELLE	774 WHISPERING MEADOW	BALLWIN, Mo 63021	(636) 227-3873
205	ADKINS, CLIFFORD		JANE	849 MINARCA	DES PERES, Mo 63131	(314) 966-2134
114	ADKINS, GIL		MARLENE	121 E. BODLEY	Kirkwood, Mo 63122	(314) 821-7091
1800	AHLERS, JANET					
1246	AHLVERS, DAN			531 LINDEMANN	Kirkwood, Mo 63122	(314) 821-7177
97	AHRENS, CONNIE			15 SWEETBRIAR	Kirkwood, Mo 63122	(314) 909-9461
548	AHRENS, SHEILA			667 HILLARY DOWNS	OFALLON, MO 63304	(636) 939-3836
237	AHRENS, ANNA			923 RIDGETREE	DES PERES, Mo 63131	(314) 965-4057
439	AHRENS, FLEMMING			600 RIDGETREE	DES PERES, Mo 63131	(314) 965-4057

f. Transfer Vehicle

Transfer Vehicle

Customer From			Vehicle			Customer To		
Customer	Company	Phone	M-M-Y	License	Vin	Customer	Company	Phone
Miller, Cindy			2011	PA	VINNUMBER	Miller, Cindy		
Stickley, Bill	Amcom	(412) 555-5555				Stickley, Bill	Amcom	(412) 555-5555

g. **Custom Customer Reminders**

Reminder Name	Default Days	Default Miles
Oil Change Days	90	
Oil Change Mileage		3000
*	0	0

h. **View Customer Reminders**

To delete a reminder click on the little grey square next to the one you would like to delete and when you see the arrow next to it hit the delete key on your keyboard.



Reminder	Customer/Company	Vehicle	License	WO Finished	Date Due	Last Mileage
Oil Change Days	BRIAN HOWE	Honda Prelude Si 1987	8928LL	4/5/2004	7/4/2004	1
Oil Change Mileage	SAM ROBINSON	Cadillac Cimarron 1988		4/2/2004	4/26/2004	9

i. View Appointments

Appointments for 4/26/2004								
Date	Time	Company Name	Customer	Vehicle	Employee	Comments	Wait Drop	Est Time
4/20/2004	8:00:00 AM		STEVE KIERSZNOW	2000 Toyota Camry		SERVICE CHECK ALL OILS	Drop Off	
		Phone # (314) 821-2965						
3/31/2004	8:00:00 AM		BEN WILLIAMS	1994 Nissan Sentra		MISSING ONE CYLINDER, SUMMER SERVICE	Drop Off	
		Phone # (314) 432-8098						
3/31/2004	8:00:00 AM		JOHN KACALIEFF	1988 Ford F-150 Pick		SERVICE	Drop Off	
		Phone # (636) 390-2827						
3/31/2004	8:00:00 AM		MARK KELLEY	1994 Plymouth Grand		CLUNK NOISE WHEN TURNING LEFT	Drop Off	
		Phone # (314) 968-3745						
3/31/2004	8:00:00 AM		ANDY RICE	1999 Ford Ranger		REPLACE FRONT BRAKES	Drop Off	
		Phone # (314) 644-0507						
3/31/2004	8:00:00 AM		CAREY FRAZIER	1994 Cadillac Deville		ELECTRICAL PROBLEMS	Drop Off	
		Phone # (314) 909-7716						
3/31/2004	8:00:00 AM		DAN HEATH	1999 ???? DON'T K		INSPECTION	Drop Off	
		Phone #						
4/1/2004	8:00:00 AM		SAM ROBINSON	1997 Pontiac Bonne		CHECK ENGINE LIGHT ON	Drop Off	
		Phone # (314) 821-7138						
4/1/2004	8:00:00 AM		RIK HERMINGHAUS	1987 Volvo 240		CHECK NO START	Drop Off	
		Phone # (314) 961-2654						
4/1/2004	8:00:00 AM		PAUL DODER	1992 Dodge Shadow		REPLACE ENGINE	Drop Off	
		Phone #						
4/1/2004	8:00:00 AM		MARTIN EVANS	1998 Oldsmobile Airc		ENGINE NOISE	Drop Off	
		Phone #						
4/1/2004	8:00:00 AM		ROBERT DIXON	1997 Cadillac Catera		CHECK OVER	Drop Off	
		Phone # (314) 965-8063						
4/1/2004	2:30:00 PM		RANDY TODD	1998 Gmc Jimmy		STATE INSPECTION	Waiting	
		Phone #						

j. Add Appointment

Appointment Add Wizard



 Add Customer
  Continue
  Exit

Customer Search By

Last Name: Phone Number:
 Company Name:
 License Number: Vin Number:

Name	Company	Phone Number
ADAMS, JOHN		(314) 966-0331
ADAMS, KENYA		
ADAMS, REESE		(314) 966-5262




Select Vehicle

 Add Vehicle  Continue  Exit

Available Vehicle's

Vehicles	License	Vin	Veh #
Mercury Grand Marquis 1993			

Add Appointment

 Cancel  Add Customer **4/26/2004 7:34:14 AM**  Save and Close

April 2004 April 2004 Date 4/26/2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Time

Customer ADAMS, JOHN

Company

Vehicle 1993 Mercury Grand Marquis

Employee

Wait/Drop

Est Time

Notes

k. **Return to Main Menu**

H. Accounting Detail

a. Accounts Receivable

- i. View Accounts Receivable List**
- ii. View Customer AR Detail**
- iii. Age Accounts**
- iv. Detail Aging Report**
- v. Summary Aging Report**
- vi. Print Statements**
- vii. Return to Accounting Menu**
- viii. Return to Customers Menu**
- ix. Return to Main Menu**

- b. Accounts Payable**
 - i. View Accounts Payable List**
 - ii. View Vendors AP Detail**
 - iii. Add AP Transaction**
 - iv. Detail AP Report**
 - v. Summary AP Report**
 - vi. AP Purchases**
 - vii. Return to Accounting Menu**
 - viii. Return to Vendors Menu**
 - ix. Return to Main Menu**

c. General Ledger

- i. View General Ledger
- ii. Print General Journal
- iii. General Ledger Reports
- iv. View Chart of Accounts
- v. Manually Enter Transaction
- vi. Setup Autos2000 GL Accounts
- vii. General Ledger Utilities
- viii. Return to Accounting Menu
- ix. Return to Main Menu

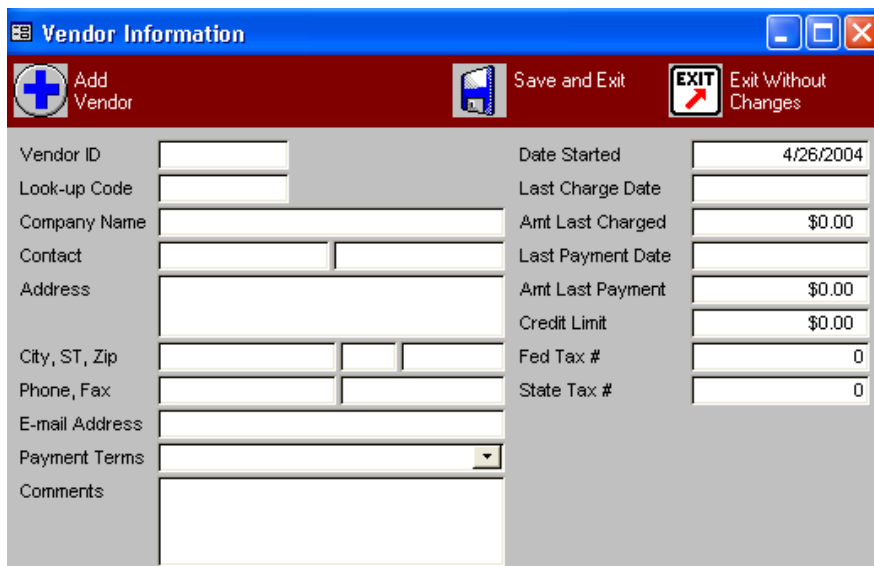
d. Check Writer/Ledger

- i. Check Writer/Register
- ii. Check Reconciliation
- iii. Bank Accounts
- iv. Check Book Setup
- v. Return to Accounting Menu
- vi. Return to Main Menu




e. Return to Main Menu

I. Vendor Maintenance

a. Add Vendor



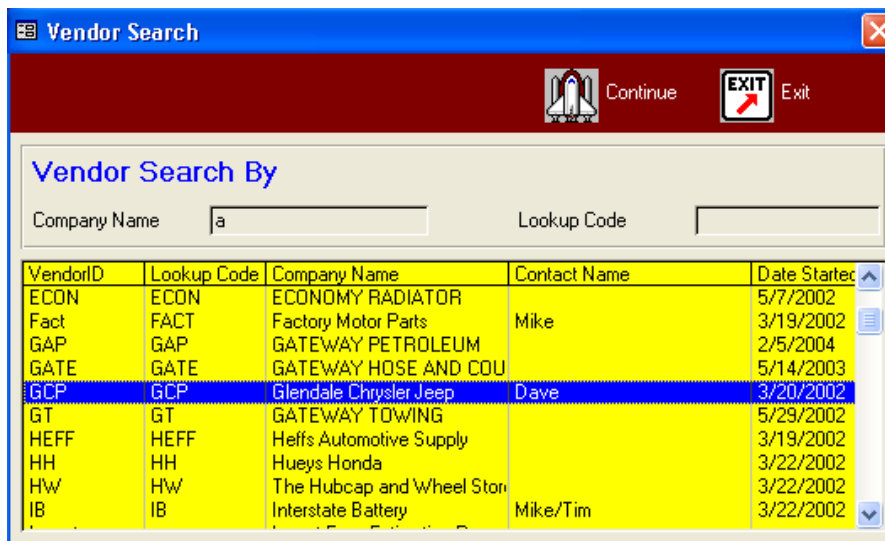
Vendor Information

 Add Vendor
  Save and Exit
  EXIT Exit Without Changes



Vendor ID:
 Look-up Code:
 Company Name:
 Contact:
 Address:
 City, ST, Zip:
 Phone, Fax:
 E-mail Address:
 Payment Terms:
 Comments:

Date Started: 4/26/2004
 Last Charge Date:
 Amt Last Charged: \$0.00
 Last Payment Date:
 Amt Last Payment: \$0.00
 Credit Limit: \$0.00
 Fed Tax #: 0
 State Tax #: 0

b. Find Vendor



Vendor Search





 Continue
  EXIT Exit

Vendor Search By


Company Name:
 Lookup Code:

VendorID	Lookup Code	Company Name	Contact Name	Date Started
ECON	ECON	ECONOMY RADIATOR		5/7/2002
Fact	FACT	Factory Motor Parts	Mike	3/19/2002
GAP	GAP	GATEWAY PETROLEUM		2/5/2004
GATE	GATE	GATEWAY HOSE AND COU		5/14/2003
GCP	GCP	Glendale Chrysler Jeep	Dave	3/20/2002
GT	GT	GATEWAY TOWING		5/29/2002
HEFF	HEFF	Heffs Automotive Supply		3/19/2002
HH	HH	Hueys Honda		3/22/2002
HW	HW	The Hubcap and Wheel Store		3/22/2002
IB	IB	Interstate Battery	Mike/Tim	3/22/2002

c. View Vendor List



 Add Vendor
  Vendor Detail
  Print Vendor List
  EXIT Exit

To Delete a Vendor Click on the little box on the LEFT and then hit the Delete key on your keyboard.

Vendor ID	Lookup Code	Company	First Name	Last Name	Phone Number	Date Started
		990625				
AAR	AAR	AARON'S TOWING			(314) 726-1209	3/2/2004
ABB	ABB	ABBEY GLASS				1/23/2003
AAP	AAP	Advanced Auto Parts				3/22/2002
AT	AT	Alexander Tire	John/Mike	Alexander	(314) 843-8855	3/21/2002
ALS	ALS	Als Automotive Supply	Ken		(314) 647-7350	3/20/2002
AR	AR	AMERICAN RADIATOR				5/10/2002
ATI	ATI	ATI			(636) 343-8101	6/21/2002
AUF	AUF	Auffenberg Chevrolet/Kirk	Joe		(314) 965-9201	3/22/2002
AG	AG	AUTO GLASS OF KIRK			(573) 860-2662	8/12/2002
ASP	ASP	AUTO SERVICE PRODU			(800) 846-5443	10/30/2002
AUTO	AUTO	AUTOTIRE	CRAIG	MUELLER	(314) 966-8505	4/18/2002
BG	BG	BG Services, Inc.	Brad		(800) 545-4109	3/22/2002
BIG 3	BIG 3	BIG 3 AUTO SALVAGE			(636) 671-3800	8/30/2002
BI		BOMMARITO			(636) 391-7200	5/1/2002
BRENT	BRENT	BRENTWOOD VOLVO			(314) 684-1129	7/24/2002
CARX	CARX	CARX MUFFLER			(314) 965-4450	4/25/2002
CK	CK	CK SUPPLY			(314) 644-3500	10/14/2002
COMM	COMM	COMMUNITY WHOLESAL			(314) 241-7135	7/19/2002
DDK	DEAN	DEAN TEAM OF KIRK			(314) 966-0303	7/16/2002
DEF		Default				
DD	DD	DICK DEAN OF BALLWIN			(636) 227-0100	3/28/2002
DOBBS	DOBBS	DOBBS TIRES				4/8/2002
EA	EA	EAGLE AUTOMOTIVE DI			(314) 644-6363	6/13/2003

J. Parts Maintenance

a. Add Part

 Save and Exit
  EXIT Exit Without Changes

Part Information | Alternate Part Numbers | Alternate Vendors | Parts Usage | Parts Catalog | Associated Parts

Part #				Hazard Waste	\$0.00
Part Description				FET	\$0.00
Group				Core Dep	\$0.00
Vendor				Core Ave Cost	\$0.00
SKU #				Returnable Core	<input type="checkbox"/>
Is Tire Yes/No	<input type="checkbox"/>			Part Taxable	<input checked="" type="checkbox"/>
Tire Size				Core Taxable	<input type="checkbox"/>
Stock Part Yes/No	<input type="checkbox"/>			Unit Price	\$0.00
In Shop Location				Retail Price	\$0.00
Best Quantity	0	On Order	0	Retail Price B	\$0.00
Minimum Quantity	0	On Hand	0	Retail Price C	\$0.00
True On Hand				Retail Price D	\$0.00

b. Find Part

Part Search

Continue EXIT

Part Search

Tire Estimate Search

Part Number: 00 Part SKU Number:
 Alternate Part Number:
 Part Description:
 Tire Size:
 Year: Make: Model:

Part ID	Part Description	Group	Vendor	On Hand	Cost	Retail
0000-80-0MX5-WB	BATTERY	Battery	LOU FUSZ	1	\$71.36	\$117.74
000-81-0532	ANTENNA MAST	ACCESSORIES	LOU FUSZ	0	\$22.82	\$45.64
000-990-72-12	SCREW	Engine	Plaza Motor Co.	10	\$1.19	\$2.38
000-997-40-20	EXPANSION PLAT	Cooling System	Plaza Motor Co.	0	\$0.77	\$1.54
000-997-47-52	STEERING HOSE	Steering and S	Plaza Motor Co.	0	\$19.50	\$39.00
002-420-37-20	BRAKE PAD SET	Brakes	Plaza Motor Co.	0	\$52.23	\$104.46
00295-00102	OIL PAN GASKET	Engine	Lou Fusz Toyota	1	\$14.31	\$28.62
00295-00103	GASKET SEALER	Shop Supplies	Lou Fusz Toyota	5	\$10.85	\$0.00
003-541-73-01	BATTERY	Battery	Plaza Motor Co.	1	\$80.75	\$133.24
005701060	BOLT M10X60X1.5X17WYEL	Shop Supplies	Wurth Inc.	0	\$0.07	\$0.00

Part #: 0000-80-0MX5-WB Hazard Waste: \$0.00
 Part Description: BATTERY FET: \$0.00 Retail Price: \$117.74
 Core Dep: \$0.00 Retail Price B: \$117.74
 Core Ave Cost: \$0.00 Retail Price C: \$117.74
 Unit Price: \$71.36 Retail Price D: \$117.74
 Group: Battery Location:
 Vendor: LOU FUSZ Best Quantity: 0 On Order: 0
 SKU #: Minimum Quantit: 0 On Hand: 1

c. View Parts List

Add Part Part Detail Print Parts List EXIT

Resort Part List To Delete a Part Click on the little box on the LEFT and then hit the Delete key on your keyboard.

Sort List by Part Number Limit to Vendor All Limit to Group All Limit to Work Order All

Part ID	Vendor	Group	Part Description	Unit Price	Retail Price	On Hand
7777	Hef's Automotive Suppl	ACCESSORIES ANI	MYSTERY PART	\$7.47	\$0.00	-3
0-3-101	CK SUPPLY	SHOP EQUIPMEN	CUTTING TIP	\$17.70	\$0.00	0
000-81-0532	LOU FUSZ	ACCESSORIES ANI	ANTENNA MAST	\$22.82	\$45.64	0
000-990-72-12	Plaza Motor Co.	Engine	SCREW	\$1.19	\$2.38	10
000-997-40-20	Plaza Motor Co.	Cooling System	EXPANSION PLATE	\$0.77	\$1.54	0
000-997-47-52	Plaza Motor Co.	Steering and Susp	STEERING HOSE	\$19.50	\$39.00	0
0000-80-0MX5-WB	LOU FUSZ	Battery	BATTERY	\$71.36	\$117.74	1
002-420-37-20	Plaza Motor Co.	Brakes	BRAKE PAD SET	\$52.23	\$104.46	0
00295-00102	Lou Fusz Toyota	Engine	OIL PAN GASKET ADHESIVE	\$14.31	\$28.62	1
00295-00103	Lou Fusz Toyota	Shop Supplies	GASKET SEALER	\$10.85	\$0.00	5
003-541-73-01	Plaza Motor Co.	Battery	BATTERY	\$80.75	\$133.24	1
005-997-44-47	Plaza Motor Co.	Engine	SEAL RING	\$7.86	\$15.72	2
005701060	Wurth Inc.	Shop Supplies	BOLT M10X60X1.5X17WYEL	\$0.07	\$0.00	0
00570512	Wurth Inc.	Shop Supplies	BOLT	\$0.07	\$0.00	0
00570520	Wurth Inc.	Shop Supplies	BOLT	\$0.08	\$0.00	0
00570530	Wurth Inc.	Shop Supplies	BOLT	\$0.11	\$0.00	0
00571040	Wurth Inc.	Shop Supplies	BOLT	\$0.35	\$0.00	0
00720	FROESEL TIRE	Tires, Wheels	COOPER LIFELINER II TIRE	\$48.46	\$68.46	0
00721	FROESEL TIRE	Tires, Wheels	COOPER LIFELINER II TIRE	\$50.17	\$82.78	2
00727	FROESEL TIRE	Tires, Wheels	P18570R14 COOPER LIFELINER II TIF	\$44.33	\$77.58	0
01-66-360	LOU FUSZ MAZDA	Windows/Glass	SWITCH, POWER WINDOW	\$112.97	\$225.94	1
01056	S & S AUTOMOTIVE	Battery	BATTERY TERMINAL	\$5.75	\$12.50	1
011	Kirkwood Carquest	General Part	ORING	\$0.50	\$0.82	4
011PKG	Kirkwood Carquest	Steering and Susp	POWER STEERING O-RING	\$0.38	\$0.82	6
01332U49N	KEYSTONE AUTOMOT	Tires, Wheels	WHEEL	\$39.95	\$53.27	0
01397	Kirkwood Carquest	Shop Supplies	ROLOC DISC	\$1.16	\$2.32	0
014951	DOBBS TIRES	Tires, Wheels	DUNLOP SP40 215/65R15 TIRE	\$58.31	\$96.21	0

d. Update Parts Pricing

The **Unit Price** and **Retail Price** fields represent the percentage by which you want to change the price of a part. If you only want to change one field, then put a "0" (zero) in the other field.

Update	Part ID	Vendor	Group	Part Description	Unit Price	Retail Price
<input type="checkbox"/>	????	Hells Automotive Supply	ACCESSORIES ANI	MYSTERY PART	\$7.47	\$0.00
<input type="checkbox"/>	0-3-101	OK SUPPLY	SHOP EQUIPMEN	CUTTING TIP	\$17.70	\$0.00
<input type="checkbox"/>	000-81-0532	LOU FUSZ	ACCESSORIES ANI	ANTENNA MAST	\$22.82	\$45.64
<input type="checkbox"/>	000-990-72-12	Plaza Motor Co.	Engine	SCREW	\$1.19	\$2.38
<input type="checkbox"/>	000-997-40-20	Plaza Motor Co.	Cooling System	EXPANSION PLATE	\$0.77	\$1.54
<input type="checkbox"/>	000-997-47-52	Plaza Motor Co.	Steering and Susp	STEERING HOSE	\$19.50	\$39.00
<input type="checkbox"/>	0000-80-0M45-WB	LOU FUSZ	Battery	BATTERY	\$71.36	\$117.74
<input type="checkbox"/>	002-420-37-20	Plaza Motor Co.	Brakes	BRAKE PAD SET	\$52.23	\$104.46
<input type="checkbox"/>	00295-00102	Lou Fusz Toyota	Engine	OIL PAN GASKET ADHESIVE	\$14.31	\$28.62
<input type="checkbox"/>	00295-00103	Lou Fusz Toyota	Shop Supplies	GASKET SEALER	\$10.85	\$0.00
<input type="checkbox"/>	003-541-73-01	Plaza Motor Co.	Battery	BATTERY	\$80.75	\$133.24
<input type="checkbox"/>	005-997-44-47	Plaza Motor Co.	Engine	SEAL RING	\$7.86	\$15.72
<input type="checkbox"/>	005701060	Wurth Inc.	Shop Supplies	BOLT M10x60x1.5x17wR YE	\$0.49	\$0.00
<input type="checkbox"/>	00570512	Wurth Inc.	Shop Supplies	BOLT	\$0.07	\$0.00
<input type="checkbox"/>	00570520	Wurth Inc.	Shop Supplies	BOLT	\$0.08	\$0.00
<input type="checkbox"/>	00570530	Wurth Inc.	Shop Supplies	BOLT	\$0.11	\$0.00
<input type="checkbox"/>	00571040	Wurth Inc.	Shop Supplies	BOLT	\$0.35	\$0.00
<input type="checkbox"/>	00720	FROESEL TIRE	Tires, Wheels	COOPER LIFELINER II TIRE	\$48.46	\$68.46
<input type="checkbox"/>	00721	FROESEL TIRE	Tires, Wheels	COOPER LIFELINER II TIRE	\$50.17	\$82.78
<input type="checkbox"/>	00727	FROESEL TIRE	Tires, Wheels	P18570R14 COOPER LIFELIN	\$44.33	\$77.58
<input type="checkbox"/>	01-66-350	LOU FUSZ MAZDA	Windows/Glass	SWITCH, POWER WINDOW	\$112.97	\$225.94
<input type="checkbox"/>	01056	S & S AUTOMOTIVE	Battery	BATTERY TERMINAL	\$5.75	\$12.50

e. Add/Edit Parts Groups

This is used to create a parts group. When creating the parts group, you can assign up to five price ranges for markups and margins. You don't have to use all five ranges; you may only use one if you so desire.

Note that the Markup % column is really a Margin column if you specify that you want to use margins in the Invoice default tab of Company Information.

Parts Groups						
EXIT Exit						
Group ID	Description	Use Markup		Minimum	Maximum	Markup %
ACC	ACCESSORIES AND OPTIONAL EQUIPMENT	Yes	1	\$0.00	\$0.00	0.00%
			2	\$0.00	\$0.00	0.00%
			3	\$0.00	\$0.00	0.00%
			4	\$0.00	\$0.00	0.00%
			5	\$0.00	\$0.00	0.00%
AF	Air Filter	Yes	1	\$0.00	\$100.00	100.00%
			2	\$100.01	\$500.00	75.00%
			3	\$500.01	\$1,000.00	75.00%
			4	\$1,000.01	\$5,000.00	75.00%
			5	\$5,000.01	\$10,000.00	75.00%
6	Alignment	Yes	1	\$0.00	\$49.99	75.00%
			2	\$50.00	\$149.99	65.00%
			3	\$150.00	\$249.99	50.00%
			4	\$250.00	\$499.99	35.00%
			5	\$500.00	\$500,000.00	25.00%
7	Alt & Reg	Yes	1	\$0.00	\$100.00	100.00%
			2	\$100.01	\$500.00	100.00%
			3	\$500.01	\$1,000.00	90.00%
			4	\$1,000.01	\$5,000.00	70.00%
			5	\$5,000.01	\$10,000.00	50.00%

f. Update Parts Groups Markups

This is used to change the markup/margins of part groups, with an option to do so over five price ranges. Note that only one price range is required. The other four are optional. ***This represents the "A" price level.***

The functionality provided by this tool can also be found within the part detail by clicking on the =... button to the right of the **Group** field.

Select All Deselect All Run Update EXIT Exit						
Update Selected Groups To...						
	Minimum	Maximum	Markup %		Minimum	Maximum
1	\$0.00	\$0.00	0.00%	4	\$0.00	\$0.00
2	\$0.00	\$0.00	0.00%	5	\$0.00	\$0.00
3	\$0.00	\$0.00	0.00%			
Update	Group ID	Description	Use Markup		Minimum	Maximum
<input checked="" type="checkbox"/>	ACC	ACCESSORIES AND OPTIONAL EQUIPMENT	Yes	1	\$0.00	\$0.00
				2	\$0.00	\$0.00
				3	\$0.00	\$0.00
				4	\$0.00	\$0.00
				5	\$0.00	\$0.00
<input type="checkbox"/>	AF	Air Filter	Yes	1	\$0.00	\$100.00
				2	\$100.01	\$500.00
				3	\$500.01	\$1,000.00
				4	\$1,000.01	\$5,000.00
				5	\$5,000.01	\$10,000.00
<input type="checkbox"/>	6	Alignment	Yes	1	\$0.00	\$49.99
				2	\$50.00	\$149.99
				3	\$150.00	\$249.99
				4	\$250.00	\$499.99
				5	\$500.00	\$500,000.00
<input type="checkbox"/>	7	Alt & Reg	Yes	1	\$0.00	\$100.00
				2	\$100.01	\$500.00
				3	\$500.01	\$1,000.00
				4	\$1,000.01	\$5,000.00

g. Parts Groups BCD Price Matrix

This is used to assign BCD markups/margins to a part group. You can also select whether or not to use a markup/margin by selecting Yes or No in the **Use Markup** column. Note that resulting BCD pricing is based off of the Unit Price and *not* the Retail Price, and the BCD pricing is independent of the retail price.

Also note: remember to select "Use Auto Markup" (in Company Information → Invoice Defaults) when you want the retail price AND prices BCD to be based on the unit cost. Otherwise, if you use "Use Retail Price", BCD pricing levels are based off of the retail price. **Wait a second. If you use Auto Markup, then BCD pricing is not used!! In this situation, you just put in a unit cost and it automatically marks it up based on what you put in the Update Price Group Markups (see section F above).**





REWRITE ABOVE 2 SECTIONS.

Note that when the BCD pricing is 0%, updating the retail price (when in the part detail) updates the BCD pricing to the same as the retail pricing.

Parts Groups BCD Pricing Matrix				
 Exit				
Group ID	Description	Use Markup	Markup %	
2	Hoses	Yes	B	0.00%
			C	0.00%
			D	0.00%
3	Starter	Yes	B	0.00%
			C	0.00%
			D	0.00%
4	Electrical	Yes	B	0.00%
			C	0.00%
			D	0.00%
6	Alignment	Yes	B	0.00%
			C	0.00%
			D	0.00%
7	Alt & Reg	Yes	B	0.00%
			C	0.00%
			D	0.00%
8	Battery	Yes	B	0.00%
			C	0.00%
			D	0.00%
9	Belts	Yes	B	227.00%
			C	227.00%

h. Update Parts Groups Markups BCD

This function is the same as *Parts Groups BCD Price Matrix* above, except that it allows you to modify multiple groups at the same time (although each group would have the same BCD markup/margin).

 Select All
  Deselect All
  Run Update
  Exit

Update Selected Groups To...

Update	Group ID	Description	Use Markup	B	C	D
<input type="checkbox"/>	ACC	ACCESSORIES AND OPTIONAL EQUIPMENT	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	AF	Air Filter	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	6	Alignment	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	7	Air & Reg	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	8	Battery	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	9	Belts	Yes <input type="checkbox"/>	227.00%	227.00%	227.00%
<input type="checkbox"/>	Body	Body	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	BR	Brakes	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	CHEM	CHEMICALS	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	C	Cooling System	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	CC	CORE CHARGE	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	4	Electrical	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	EM	Emissions Non-Taxable	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	ENG	Engine	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	EXH	Exhaust	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	MISC	FEES, SERVICES	No <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	FF	Fuel Pump, Tank, Strainer, Filter	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	GP	General Part	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	GR	General Repair	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	HA	Heating and Air Conditioning	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	2	Hoses	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%
<input type="checkbox"/>	AD	Import From AD	Yes <input type="checkbox"/>	0.00%	0.00%	0.00%

i. **Return to Main Menu**

K. Inventory Maintenance

a. View Inventory List

Add Part

Part Detail

Print Inventory List

Exit

Resort Inventory List

To Delete a Part Click on the little box on the LEFT and then hit the Delete key on your keyboard.

Sort List by

Part Number

Limit to Vendor

All

Limit to Group

All

Limit to Tires

No

Tire Size

Part Number	Vendor	Part Description	Tire Size	Best	Min	On Order	On Hand	Cost	Retail
1/2 HH	Kirkwood Carque	HEATER HOSE	FEET	20	10	0	14	\$0.47	\$1.75
1/4 VH	Kirkwood Carque	VACUUM HOSE	FEET	25	1	0	18	\$0.46	\$1.50
1030	Thomas Oil Co.	MOTOR OIL		1000	200	0	60	\$1.13	\$2.50
1030-1	Thomas Oil Co.	MOBIL 1 MOTOR OIL		30	20	0	25	\$4.33	\$6.95
1063K	BG Services, Inc	TRANSMISSION FLUSH AND		12	12	0	18	\$13.90	\$27.80
107	BG Services, Inc	MOTOR OIL TREATMENT		2	2	0	3	\$4.50	\$9.00
110	BG Services, Inc	MOTOR OIL ADDITIVE		6	6	0	6	\$4.95	\$9.90
1156	Kirkwood Carque	BULB		10	1	0	10	\$0.69	\$2.50
1156A	Kirkwood Carque	BULB		10	1	0	8	\$1.41	\$3.95
1157	Kirkwood Carque	BULB		10	1	0	15	\$0.31	\$2.50
1157A	Kirkwood Carque	BULB		10	1	0	5	\$1.21	\$3.95
12-52	Kirkwood Carque	WIPER BLADE		2	2	0	1	\$4.96	\$12.95
12345349	Aultenberg Chem	SYNCHROMESH MANUAL TI		2	1	0	0	\$7.43	\$15.95
13-51	Kirkwood Carque	WIPER BLADE		0	0	0	1	\$6.49	\$12.95
14-52	Kirkwood Carque	WIPER BLADE		2	2	0	0	\$4.96	\$12.95
15-30419	EAGLE AUTOM	FITTING		0	0	0	3	\$3.12	\$6.18
1540	Thomas Oil Co.	15/40 WEIGHT OIL DELVAC		0	0	0	12	\$1.62	\$3.24
1550-1	Thomas Oil Co.	15w50 MOBIL ONE		0	0	0	18	\$4.17	\$8.34
16-51	Kirkwood Carque	WIPER BLADE		2	2	2	2	\$4.96	\$12.95
16-52	Kirkwood Carque	WIPER BLADE		2	2	0	2	\$4.96	\$12.95
16-806K	Hefts Automotiv	IGNITION WIRES		1	1	0	0	\$21.28	\$42.56
17-51	Kirkwood Carque	WIPER BLADE		2	2	0	2	\$5.79	\$12.95
1731220	Wurth Inc.	20 AMP MEGA FUSE		0	0	0	0	\$2.21	\$3.87
18-51	Kirkwood Carque	WIPER BLADE		2	2	0	14	\$4.96	\$12.95
18-52	Kirkwood Carque	WIPER BLADE		2	2	3	3	\$4.96	\$12.95
19-51	Kirkwood Carque	WIPER BLADE		2	2	0	0	\$5.99	\$12.95
19-52	Kirkwood Carque	WIPER BLADE		2	2	0	0	\$5.99	\$12.95





b. View Low Inventory List

Add Part Part Detail Print Low Inventory Exit									
Part Number	Vendor	Part Description	Bin	Best	Min	On Order	On Hand	Cost	Retail
1030	Thomas Oil Co.	MOTOR OIL		1000	200	0	60	\$1.13	\$2.50
12-52	Kirkwood Carqu	WIPER BLADE		2	2	0	1	\$4.96	\$12.95
12345349	Auffenberg Chev	SYNCHROMESH MANUAL TRANS		2	1	0	0	\$7.43	\$15.95
14-52	Kirkwood Carqu	WIPER BLADE		2	2	0	0	\$4.96	\$12.95
16-806K	Helfts Automotiv	IGNITION WIRES		1	1	0	0	\$21.28	\$42.56
19-51	Kirkwood Carqu	WIPER BLADE		2	2	0	0	\$5.99	\$12.95
19-52	Kirkwood Carqu	WIPER BLADE		2	2	0	0	\$5.99	\$12.95
19-57	Kirkwood Carqu	WIPER BLADE		2	2	0	0	\$9.04	\$16.95
19-59	Kirkwood Carqu	WIPER BLADE		2	2	1	1	\$5.99	\$12.95
203	BG Services, Inc	MI 3000 FUEL SYSTEMS CLEANER		6	6	10	0	\$5.95	\$9.95
21-51	Kirkwood Carqu	WIPER BLADE		2	2	2	1	\$8.99	\$16.95
21-59	Kirkwood Carqu	WIPER BLADE		2	2	0	1	\$8.99	\$16.95
210K	BG Services, Inc	FUEL INJECTOR CLEANING KIT		2	2	0	0	\$20.45	\$40.00
24-50	Interstate Batter	INTERSTATE BATTERY		1	1	0	0	\$40.95	\$68.95
321-1030	S & S AUTOMO	ALTERNATOR		1	1	0	0	\$103.58	\$161.02
321-468	Helfts Automotiv	DELCO REMANUFACTURED ALTEI		1	1	0	0	\$91.62	\$183.24
321-505	Helfts Automotiv	ALTERNATOR		1	1	0	0	\$111.75	\$177.14
3357A	Kirkwood Carqu	BULB		10	1	0	0	\$2.16	\$6.95
35-6YR	Helfts Automotiv	DELCO BATTERY		1	1	0	0	\$58.95	\$85.85
530-1	Thomas Oil Co.	MOBIL ONE MOTOR OIL		30	20	0	-6	\$4.44	\$6.95
541-2K	BG Services, Inc	COOLING SYSTEM SERVICE KIT		0	0	0	-3	\$12.53	\$29.80
541-3K	BG Services, Inc	FLUSH CHEMICAL KIT		10	10	0	-1	\$11.90	\$30.10
545	BG Services, Inc	COOLANT CONDITIONER		5	5	0	3	\$8.95	\$17.90
618V	Helfts Automotiv	IGNITION WIRES		1	1	0	0	\$31.17	\$61.72
626D	Helfts Automotiv	IGNITION WIRES		1	1	0	0	\$28.25	\$55.40




c. Re-Order Low Inventory

Select All Deselect All Exit								
Order	Part Number	Part Description	Best Quan	Min Quan	Ord Quan	On Hand	Unit Price	Retail Price
	1030	MOTOR OIL	1000	200	0	60	\$1.13	\$2.50
	12-52	WIPER BLADE	2	2	0	1	\$4.96	\$12.95
	12345349	SYNCHROMESH MANUAL TRANSMISSIO	2	1	0	0	\$7.43	\$15.95
	14-52	WIPER BLADE	2	2	0	0	\$4.96	\$12.95
	16-806K	IGNITION WIRES	1	1	0	0	\$21.28	\$42.56
	19-51	WIPER BLADE	2	2	0	0	\$5.99	\$12.95
	19-52	WIPER BLADE	2	2	0	0	\$5.99	\$12.95
	19-57	WIPER BLADE	2	2	0	0	\$9.04	\$16.95
	19-59	WIPER BLADE	2	2	1	1	\$5.99	\$12.95
	203	MI 3000 FUEL SYSTEMS CLEANER	6	6	10	0	\$5.95	\$9.95
	21-51	WIPER BLADE	2	2	2	1	\$8.99	\$16.95
	21-59	WIPER BLADE	2	2	0	1	\$8.99	\$16.95
	210K	FUEL INJECTOR CLEANING KIT	2	2	0	0	\$20.45	\$40.00
	24-50	INTERSTATE BATTERY	1	1	0	0	\$40.95	\$68.95
	321-1030	ALTERNATOR	1	1	0	0	\$103.58	\$161.02
	321-468	DELCO REMANUFACTURED ALTERNATC	1	1	0	0	\$91.62	\$183.24
	321-505	ALTERNATOR	1	1	0	0	\$111.75	\$177.14
	3357A	BULB	10	1	0	0	\$2.16	\$6.95
	35-6YR	DELCO BATTERY	1	1	0	0	\$58.95	\$85.85
	530-1	MOBIL ONE MOTOR OIL	30	20	0	-6	\$4.44	\$6.95
	541-2K	COOLING SYSTEM SERVICE KIT	0	0	0	-3	\$12.53	\$29.80
	541-3K	FLUSH CHEMICAL KIT	10	10	0	-1	\$11.90	\$30.10
	545	COOLANT CONDITIONER	5	5	0	3	\$8.95	\$17.90
	618V	IGNITION WIRES	1	1	0	0	\$31.17	\$61.72
	626D	IGNITION WIRES	1	1	0	0	\$28.25	\$55.40
	702	A/C OIL	24	24	0	7	\$5.95	\$15.95

d. View Inventory On Order

 Add Part  Part Detail  Print Inventory On Order  EXIT Exit										
Part Number	Vendor	Part Description	Bin	Best	Min	On Order	On Hand	Cost	Retail	
16-51	Kirkwood Carqui	WIPER BLADE		2	2	2	2	\$4.96	\$12.95	=
18-52	Kirkwood Carqui	WIPER BLADE		2	2	3	3	\$4.96	\$12.95	=
19-59	Kirkwood Carqui	WIPER BLADE		2	2	1	1	\$5.99	\$12.95	=
20-51	Kirkwood Carqui	WIPER BLADE		2	2	2	4	\$5.99	\$12.95	=
203	BG Services, Inc	MI 3000 FUEL SYSTEMS CLEANER		6	6	10	0	\$5.95	\$9.95	=
21-51	Kirkwood Carqui	WIPER BLADE		2	2	2	1	\$8.99	\$16.95	=
22-51	Kirkwood Carqui	WIPER BLADE		2	2	2	2	\$7.68	\$16.95	=
78-6YR	Hells Automotive	DELCO BATTERY		1	1	1	0	\$59.13	\$105.51	=
AFS75	Kirkwood Carqui	OXYGEN SENSOR		1	1	1	0	\$0.00	\$0.00	=
K030300	Kirkwood Carqui	SERPENTINE BELT		1	1	2	1	\$6.05	\$15.34	=
K040372	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$9.15	\$20.87	=
K050420	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$11.59	\$27.57	=
K060535	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$14.51	\$36.03	=
K060705	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$18.80	\$43.48	=
K060806	Kirkwood Carqui	SERPENTINE BELT		1	1	1	0	\$20.58	\$47.42	=
K060956	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$17.88	\$42.86	=
K060960	Kirkwood Carqui	SERPENTINE BELT		1	1	1	1	\$22.15	\$51.35	=
K060980	Kirkwood Carqui	SERPENTINE BELT		1	1	1	2	\$22.19	\$55.81	=
MT35	Interstate Batter	INTERSTATE BATTERY		2	2	3	1	\$49.95	\$80.95	=



e. Receive Inventory On Order

 Part Detail  Update Inventory  Receive All  EXIT Exit										
Part Number	Part Description	Bin	Received	On Order	On Hand	Cost	Retail			
16-51	WIPER BLADE		0	2	2	\$4.96	\$12.95	=		
18-52	WIPER BLADE		0	3	3	\$4.96	\$12.95	=		
19-59	WIPER BLADE		0	1	1	\$5.99	\$12.95	=		
20-51	WIPER BLADE		0	2	4	\$5.99	\$12.95	=		
203	MI 3000 FUEL SYSTEMS CLEANER		0	10	0	\$5.95	\$9.95	=		
21-51	WIPER BLADE		0	2	1	\$8.99	\$16.95	=		
22-51	WIPER BLADE		0	2	2	\$7.68	\$16.95	=		
78-6YR	DELCO BATTERY		0	1	0	\$59.13	\$105.51	=		
AFS75	OXYGEN SENSOR		0	1	0	\$0.00	\$0.00	=		
K030300	SERPENTINE BELT		0	2	1	\$6.05	\$15.34	=		
K040372	SERPENTINE BELT		0	1	1	\$9.15	\$20.87	=		
K050420	SERPENTINE BELT		0	1	1	\$11.59	\$27.57	=		
K060535	SERPENTINE BELT		0	1	1	\$14.51	\$36.03	=		
K060705	SERPENTINE BELT		0	1	1	\$18.80	\$43.48	=		
K060806	SERPENTINE BELT		0	1	0	\$20.58	\$47.42	=		
K060956	SERPENTINE BELT		0	1	1	\$17.88	\$42.86	=		
K060960	SERPENTINE BELT		0	1	1	\$22.15	\$51.35	=		
K060980	SERPENTINE BELT		0	1	2	\$22.19	\$55.81	=		
MT35	INTERSTATE BATTERY		0	3	1	\$49.95	\$80.95	=		

f. **Inventory Gross/Net Worth**

Current Inventory Worth	
 Close	
Wholesale Value	\$9,925.80
Retail Value	\$26,778.03
Net Value	\$16,852.23

g. **Return to Main Menu**L. **Labor Maintenance**a. **Add Labor Types**

Labor Types	
 Save and Exit  Exit Without Changes	
Labor Type ID	<input type="text"/>
Labor Track Type	<input type="text"/>
Title	<input type="text"/>
Description	<input type="text"/>
CustomerLink Code	<input type="text"/> 0 <input type="text"/>
Taxable	<input type="checkbox"/>
Labor Rate A	<input type="text"/> \$0.00
Labor Rate B	<input type="text"/> \$0.00
Labor Rate C	<input type="text"/> \$0.00
Labor Rate D	<input type="text"/> \$0.00
Hours	<input type="text"/> 0.00
Total	<input type="text"/> \$0.00

b. Find Labor Type

Labor Type Search

Continue EXIT Exit

Labor Type Search By Search

Labor Type ID

Title

LaborType	LaborDesc	Title	LaborRateA	Hours
BF	Body and Frame	Body and Frame	\$80.00	1
BR	Brakes	Brakes	\$80.00	1
BSABS	Brakes	ABS DIAGNOSTIC FEE	\$80.00	1
BSABSP	Brakes	REPLACE ABS PUMP ASSEMBLY	\$80.00	1
BSBH	Brakes	REPLACE BRAKE HOSE	\$80.00	1
BSBL	Brakes	REPLACE BRAKE LINE	\$80.00	1
BSCAR	Brakes	CLEAN AND ADJUST REAR BRAKES	\$80.00	0.4
BSCPR	Brakes	REPLACE BRAKE PADS, CALIPERS &	\$80.00	1
BSEB	Brakes	REPLACE EMERGENCY BRAKE CABLE	\$80.00	1

c. View Labor Type List

Add Labor Type **Labor Type Detail** **Print Labor Type List** **EXIT** Exit

To Delete a Labor Type Click on the little box on the LEFT and then hit the Delete key on your keyboard.

Search Titles For

Labor ID	Tracking Type	Title	Labor Rate	A	B	C	D	Hours
▶ ???? MISCELLANEOUS	MYSTERY LABOR		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
AC	Accessories and Optic	Accessories and Optional Equipment	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	0
Totals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
ACCPA	Accessories and Optic	ANTENNA	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
ACCRA	Accessories and Optic	REPLACE RADIO	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
AIC	Powertrain Manageme	AIR INDUCTION CLEANING	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	0.8
Totals			\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	0.8
AL2	Steering and Suspens	FRONT WHEEL ALIGNMENT	\$43.95	\$43.95	\$43.95	\$43.95	\$43.95	1
Totals			\$43.95	\$43.95	\$43.95	\$43.95	\$43.95	1
AL4	Steering and Suspens	FOUR WHEEL ALIGNMENT	\$79.95	\$79.95	\$79.95	\$79.95	\$79.95	1
Totals			\$79.95	\$79.95	\$79.95	\$79.95	\$79.95	1
ALA	Steering and Suspens	PERFORM ALIGNMENT ADJUSTMENTS	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
ALTR	Steering and Suspens	TRUCK ALIGNMENT	\$79.95	\$79.95	\$79.95	\$79.95	\$79.95	1
Totals			\$79.95	\$79.95	\$79.95	\$79.95	\$79.95	1
BF	Body and Frame	Body and Frame	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
BR	Brakes	Brakes	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
BSABS	Brakes	ABS DIAGNOSTIC FEE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1
Totals			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	1

d. **Update Labor Rate Charges**

Select All
 Deselect All
 Run Update
 Exit

Limit List To Labor Track Type...

Update Selected Labor Rates To... A B C D

Update	Labor ID	Tracking Type	Title	Labor Rate	A	B	C	D
<input type="checkbox"/>	????	MISCELLANEOUS	MYSTERY LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	AC	Accessories and Optional	Accessories and Optional Equipment	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	ACCPA	Accessories and Optional	ANTENNA	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	ACCRA	Accessories and Optional	REPLACE RADIO	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	AJC	Powertrain Management	AIR INDUCTION CLEANING	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	AL2	Steering and Suspension	FRONT WHEEL ALIGNMENT	\$49.95	\$49.95	\$49.95	\$49.95	\$39.95
<input type="checkbox"/>	AL4	Steering and Suspension	FOUR WHEEL ALIGNMENT	\$79.95	\$79.95	\$79.95	\$79.95	\$59.95
<input type="checkbox"/>	ALA	Steering and Suspension	PERFORM ALIGNMENT ADJUSTMENTS	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	ALTR	Steering and Suspension	TRUCK ALIGNMENT	\$79.95	\$79.95	\$79.95	\$79.95	\$59.95
<input type="checkbox"/>	an			\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BF	Body and Frame	Body and Frame	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BR	Brakes	Brakes	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSABS	Brakes	ABS DIAGNOSTIC FEE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSABSP	Brakes	REPLACE ABS PUMP ASSEMBLY	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSBH	Brakes	REPLACE BRAKE HOSE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSBL	Brakes	REPLACE BRAKE LINE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSCAR	Brakes	CLEAN AND ADJUST REAR BRAKES	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSCPR	Brakes	REPLACE BRAKE PADS, CALIPERS AND ROTORS	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSEB	Brakes	REPLACE EMERGENCY BRAKE CABLE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSEBPA	Brakes	REPLACE EMERGENCY BRAKE PEDAL ASSEMBLY	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSEMRC	Brakes	REPLACE EMERGENCY BRAKE RELEASE CABLE	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
<input type="checkbox"/>	BSFB	Brakes	FRONT BRAKE SERVICE	\$79.95	\$79.95	\$79.95	\$79.95	\$79.95
<input type="checkbox"/>	BSFBWB	Brakes	REPLACE FRONT PADS AND REPACK BEARINGS	\$99.95	\$99.95	\$99.95	\$99.95	\$99.95

e. **Edit Labor Tracking Types**

Exit

Labor Track Types

Track Type ID	Description
AC	Accessories and Optional Equipment
BF	Body and Frame
BR	Brakes
CC	Cruise Control
CO	Cooling System
EI	Electrical
EM	EMISSIONS
EN	Engine
EX	Exhaust System
G	General Labor
GI	Windows and Glass
HA	Heating and Air Conditioning
Hydro	Hydraulic System
I	Import from Estimating Software
Inst.	Instrument panel, Gauges and Warning
LH	Lighting and Horns
M/A	Maintenance

f. **Return to Main Menu**

M. Reports/Marketing

a. Customer Reports

Continue EXIT Exit

Please Select a Report Criteria

☒ Complete Customer List

☐ Customer History

☐ Customer Not Seen Between

☐ Customer Seen Between

☐ New Customers Between

☐ Customer Source of

☐ Customer Type Of

Please Select a Output

☐ Mailing Labels

☐ Postcards

Type

☐ Data File

File Type

File Name

☐ Print Report

☒ Preview Report

i. **Complete Customer List**

Complete Customer List




Total: 266

<i>Company</i>	<i>Name</i>	<i>Spouse</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>
CAMBELLS FIRE			P.O. BOX 639 FM RD. 310 WHEAT	HILLSBORO TX TEXAS, 76645			4/25/2000
CHEMICAL LIME			P.O. BOX 473	CLIFTON TEXAS, 76634	(254) 675-8871		4/25/2000
CENTRAL TEXA			P.O. BOX 2566	WACO TEXAS, 76702-2566			4/25/2000
CELRICH LAND			6001 VALUADO DR.	WACO TX, 76710			4/25/2000
CEN TEX MO TO			2600 FRANKLIN	WACO TEXAS, 76710	(254) 753-0710		4/25/2000
CEN TEX FRAM			P.O. BOX 536	EUMOTT TEXAS, 76640			4/25/2000
CEN-TEX FLEET			251 BRISTLAND LAKE DR.	WACO TEXAS, 76706-7302	(254) 723-1088		4/25/2000
EQUIPMENT DE			P.O. BOX 20187	WACO TX, 76702			4/25/2000
CENTRAL FRIB			P.O. BOX 2638	WACO TX, 76702			4/25/2000
WASTEMANACO			HWY. 317 S. P.O. BOX 475	MCGREGOR TEXAS, 76657			4/25/2000
CENTRAL TX IN			3820 S. JACK KULTOEN FREEWAY	WACO TX, 76706			4/25/2000
CENTRAL TEXA			P.O. BOX 85	WACO TEXAS, 76708-0085	(254) 752-0887		4/25/2000
THE WACO CITI			1020 N. 25TH P.O. BOX 3280	WACO TX, 76707			4/25/2000
BUTLER FLEET			4600 PEACH TREE BLVD. SUITE	WACO TEXAS, 76707	(710) 729-5750		4/25/2000
FRIENDS FOR LI			P.O. BOX 234516301 SANGER	WACO TX, 76702			4/30/2000
BRAZO SIMO BIL			7736 CENTRAL PARK DRIVESUIT	WACO TX, 76712	(254) 745-8121		4/25/2000
BOSQUECOO UN			P.O. BOX 647	MERIDIAN TEXAS, 76665	(817) 687-9309		4/25/2000
BOSQUECOO UN			P.O. BOX 647	MERIDIAN TX, 76665			4/25/2000
BOSQUEVILLE I			7636 ROCKCREEK RD.	WACO TX, 76708			4/25/2000
BRAZO S VALLE			600 BROWN	HEARNETTE TEXAS, 77259			4/25/2000
BRAZO S VALLE			1317 S. VALLEY MILLS DR.	TEXAS, 76711			4/25/2000
BULLET BELIVE			3805 INDUSTRIAL	WACO TEXAS, 76711			4/25/2000
BRAZO S VALLE			1601 LA SALLE	WACO TX, 76706			4/25/2000
CARGO BESTAUT			6218 FRANKLIN	WACO TEXAS, 76701			4/25/2000
BRAZO S BATTLE			2805 FRANKLIN AVE	WACO TEXAS, 76710			4/25/2000
BRAZO S RIVER			P.O. BOX 7566	WACO TEXAS, 76714			4/25/2000

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ii. **Customer History**

 Add Customer
  Continue
  Exit

Find Customer to View History

Last Name Phone Number

Company Name

Name	Company	Phone Number
AFFLERBACH, CHARLES		

Customer History/Detail

Customer Information

Customer ID 246
Customer Name BRENDA COULSON **Company**
Address 1007 N. VALLEY MILLS DR.
City, State, Zip WACO TX, 76710
Phone Number (254) 772-0816 **Work Number** (254) 752-1520
Fax Number
Fager Number **Cell Number**
Customer Since 2/19/2004 **Credit Limit** \$0.00

Customer Vehicle's

Vehicle 1994 Chevrolet C2500 Pickup **License** 2SH **Vin** 1GF54D **Man. Date**
Trans Auto **Drive Axle** **Engine** 5.7L **Color** BLUE **Air** Yes
Vehicle Comments

Customer Work Orders

WO ID	PO Number	Mileage	Problem	Employee	Finished	Parts	Labor	Tax	Total
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Customer Counter Sales

Wednesday, April 28, 2004

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iii. Customer Not Seen Between*Customer Not Seen*

Company	Name	Spouse	Address	City, State, Zip Code	Home	Office	Last	For Days
	CLINT KELLEY		1111 OXFORD RD	WACO TX, 76712	(254) 696-3539	(254) 754-4885	4/23/2003	353
	CHARLES AFFLER		221 CINDYANN ST.	LORENA TX, 76712		(254) 752-6681	2/10/2003	***

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iv. **Customer Seen Between**

<i>Customers Seen</i>							
<i>Company</i>	<i>Name</i>	<i>Spouse</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since For Days</i>
	DAVID BAKER		500 N 32TH ST.	WACO TX, 76707	(254) 652-4004		4/28/2004 1
	JENNIFER GREEN	LINDA	2209 RUIDOSO D.R. WOOD BURN	WACO TX, 76712	(254) 235-9413		4/28/2004 1
	MARY LOPEZ		502 WILDMOOD TRAIL	LO RENIA TX, 76655	(254) 331-7233		4/28/2004 1
ADULT DAY CA	JUAN DEMOCLEL	ROSIE	4030 R 1350 C/O AGENCY P	BURNETT TX, 75511		(254) 714-2274	3/9/2004 52
VAL. LITTLES &	GLENN LITTLE		601 ASHBURN ST.	WACO TX, 76704	(254) 754-6617	(254) 753-1031	3/2/2004 53
ADULT DAY CA	JUAN DEMOCLEL		4030 R 1350 C/O AGENCY P.R.	BURNETT TX, 75511		(512) 715-9357	2/27/2004 62
	TED BABB		101 HONEY LAKE	WACO TX, 76705	(254) 652-5271		2/25/2004 64
ALLEN JENSEN	CRYSTAL STERLI	EDWARD	174 MARKYLE	RUESEL TX, 76832		(254) 652-5400	2/24/2004 65
RMSV O MO R	HARVEY COX		11205 CHINA SPRINGS ROAD	WACO TX, 76703	(254) 722-6611		1/30/2004 90
	CATHY SUMMERS		P.O. BOX 353	EL MOTT TX, 76640	(254) 825-1940	(254) 772-1578	1/29/2004 91
	DEBBIE MAXWELL		P.O. BOX	VALLEY MILLS TX, 76589			1/28/2004 92
CENTRAL TEXA	D.R. RO M GARRET		100 WOODBROOK ACRES	WACO TX, 76710	(254) 752-5035	(254) 752-5011	1/28/2004 92
	MEDAN HOLMES		615 N. 4TH STREET APT. #K	WACO TX, 76704		(800) 501-5413	1/28/2004 92
A-1 FIRE & SAF	CHARLES WALLA		2525 N 15TH	WACO TX, 76703	(254) 753-0033		1/27/2004 93
TEXAS STAR SE	TRACY WALSON		117 JUDY DR.	WACO TX, 76705	(254) 759-5635	(254) 754-4655	1/27/2004 93
ALLEN JENSEN	CRYSTAL STERLI	EDWARD	174 MARKYLE	RUESEL TX, 76832		(254) 652-5400	1/27/2004 93
	JERRI WITT		210 TALESPIR LN	WACO TX, 76705	(254) 357-5733		1/27/2004 93
	ELIZABETH (LIZ) O		305 SANTA FE TRAIL	WACO HACHIE TX, 75425	(254) 715-4153		1/27/2004 93
	LEIGH ANN MARTI	JOHN	311 LINDA VISTA LN.	WACO TX, 76705	(254) 652-0511	(254) 717-4551	1/23/2004 97
DADS # 1-701-5	SUSIE KAISER		2417 N. 46TH	WACO TX, 76703	(254) 772-0433	(254) 257-1072	1/23/2004 97
	BRIAN MC HOLSO	DENISE	1313 MOCKINGBIRD LAKE	WACO TX, 76703	(254) 754-4655		1/1/2004 113

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v. New Customers Between

New Customer List

<i>Company</i>	<i>Name</i>	<i>Spouse</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>
JENKINS BODY	EVELYN		2501 CO LUMBUS ST.	WACO TX, 76710	(254) 752-0535	(254) 754-4411	1/25/2004
	ALLEN EARNST		3545 CHERRY LAKE	WACO TX, 76711	(254) 753-1157		7/25/2004
	MILLYATHERTON		2514 PROCTOR AVE.	WACO TX, 76708	(254) 752-8524		7/25/2004
	TED BABB		101 HONEY LAKE	WACO TX, 76705	(254) 652-5271		7/25/2004
	DAVID BAKER		500 N 32TH ST.	WACO TX, 76707	(254) 652-4004		7/10/2004
TEKSTARS	ANGELA BELL		500 S. VALLEY MILLS DR.	WACO TX, 76711	(254) 754-1557	(254) 754-4655	3/5/2004
	STEPHINE BELL	LARRY	114 SUNRISE LN.	MCCORD OR TX, 96557			1/25/2004
	JULIE BRYER		2025 S. 7TH. APT. # 100	WACO TX, 76705	(254) 458-3000		7/13/2004
	DAVID BULLOCK		37 SUGAR CREEK PLACE	WACO TX, 76712	(254) 744-0005		7/25/2004
	CLARK CHANDLER		4224 VILLAGE OAK DR.	WACO TX, 76710	(254) 772-0872		1/21/2004
	LEON CHANEY	GAIL	2500 CO LUMBUS	WACO TX, 76710	(254) 754-7513		7/27/2004
	BRENDAN COUSO		1007 N. VALLEY MILLS DR.	WACO TX, 76710	(254) 772-0516	(254) 752-1520	7/15/2004
FINSON COR.	HARVEY COX		11205 CHINA SPRING ROAD				1/30/2004
FINSON COR.	HARVEY COX		11205 CHINA SPRING ROAD	WACO TX, 76708		(254) 722-5511	7/27/2004
	DAN D DAUGHERT		5014 W. HWY. 84 #2100	WACO TX, 76712	(254) 420-4655	(254) 359-0535	1/20/2004
	MIKE DREYER		3545 HIGH	WACO TX, 76711	(254) 752-3735		7/18/2004
	TASHA FINLEY		1415 CHAPEL DOWNS	WACO TX, 76705	(254) 255-6347		1/25/2004
	STEVE GINGO		5534 N. HWY. 84	WACO TX, 76712	(254) 455-1134		1/30/2004
	ELIZABETH (LIZ) G		305 SANTA FE TRAIL	WACO/ACHIE TX, 75165	(254) 715-4153		1/25/2004
	ELIZABETH (LIZ) G		305 SANTA FE TRAIL	WACO/ACHIE TX, 75165	(254) 715-4153		1/25/2004
	ELIZABETH (LIZ) G		305 SANTA FE TRAIL	WACO/ACHIE TX, 75165	(254) 715-4153		1/25/2004
	JENNIFER GREEN	LINDA	2205 RUIDOSO DR. WOODDALE	WACO TX, 76712	(254) 235-5413		3/3/2004
	DO WALD HARRIS		755 S. WINDS DR.	LORENA TX, 76855	(254) 257-6000		7/18/2004
	MABLE HOPPER		2100 CLAY	WACO TX, 76711	(254) 754-2074		1/21/2004
	JAMES H. HORN		715 N. 32TH.	WACO TX, 76707	(254) 754-1505		7/20/2004

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vi. Customer Source of

Possible Sources:

- Newspaper flyer
- Catalog
- Magazine
- Referral
- Walk-In

Customer Source of Newspaper Flyer

<i>Company</i>	<i>Name</i>	<i>Spouse</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>
BAYLOR UNIV	HALEY WHITE		1222 S. 11TH STREET #5204	WACO TX, 76705	(254) 753 0321		3/2/2004
ADULT DAYCA	JUANICO ENCOLEL	ROSIE	430 RICHMOND AGENCY P	BURNETT TX, 79611		(254) 714-2274	3/8/2004

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Types include:

- Charge Account
- Commercial
- Retail
- Wholesale

Customer Type of Retail

<i>Company</i>	<i>Name</i>	<i>Spouse</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>
	CLINT KELLEY		1111 OXFORD RD	WACO TX, 76712	(254) 999-3539	(254) 754-4695	2/10/2003
	CHARLES AFFLER		221 CINDYANN ST.	LORENA TX, 76712		(254) 752-6581	2/10/2003
THE SALVATION			500 S. 4TH ST.	WACO TX, 76706		(254) 799-7271	2/12/2003
	BRIAN MICHOLOSO	DENISE	1313 MOCKINGBIRD LANE	WACO TX, 76708	(254) 754-4695		4/2/2003
SKINNER TRAM			P.O. BOX 998	CLIFTON TEXAS, 76834	(817) 549-3954		4/25/2003
ASA, P. INDUST			224 VAL WARRREN	HEBARTT, 76843	(817) 284-2727		4/25/2003
SINCLAIR LEXSI			5005 OAKCREAK DR	WACO TX, 76712			4/25/2003
J.R. SMITH			1522 CANTRELL	WACO, 76704			4/25/2003
SOOTHMASTER			712 E. HUNTLAND	WACO TEXAS, 76752	(512) 870-4743		4/25/2003
SYNORATRUCK			P.O. BOX 339	LORENA TEXAS, 766600009	(254) 387-3702		4/25/2003
SHO P			600 S. VALLEY MILLS DR	WACO TEXAS, 76711	(254) 759-6252		4/25/2003
AMERICAN ALI			112 POSTOFFICE DR	HEBARTT TEXAS, 76843			4/25/2003
STEINKE AUTO			1000 E. NAVARRO ST	MART TEXAS, 76664			4/25/2003
STARTEK PRO			P.O. BOX 368	WACO TEXAS, 76703			4/25/2003
STANIS PLUMBI			333 LAKEAIR	WACO TEXAS, 76710			4/25/2003
SYNORAFAMIL			519 S. GEORGE KACIR DR	WEST TEXAS, 76691			4/25/2003
TECHSTARSE			600 S. VALLEY MILLS DR	WACO TEXAS, 76711	(254) 752-3335		4/25/2003
TECHSTARSE			2006 KUNSV. YO UNO DR SUITE#	KILLEEN TEXAS, 76543	(254) 501-7195		4/25/2003
TECHSTARSE			3320 OULF FREEBANKY PLAZA S	HOUSTON TEXAS, 77017	(713) 242-6444		4/25/2003
TECHSTARSE			500 N.E. LOOP 410 SUITE 400+	SAN ANTO TEXAS, 78209	(214) 666-2600		4/25/2003
TECHSTARSE			5900 LAMAR BLVD SUITE # 265	AUSTIN TEXAS, 78753	(512) 534-2753		4/25/2003

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b. Vehicle Reports**i. Vehicles Next Service Date***Vehicle Next Service is Due Between 1/1/2004 and 4/29/2004*

<i>Customer Name</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>	<i>Vehicle</i>	<i>Due</i>
BRIAN MICHOLOSO	1313 MOCKINGBIRD LANE	WACO TX, 76708	(254) 754-4695		4/2/2003	1996 Chevrolet Caprice CI	4/7/2004
CATHY SUMMERS	P.O. BOX 333	ELMOTT TX, 76640	(254) 325-9440	(254) 772-7578	6/10/2003	1999 Ford Taurus	4/25/2004
DEBBIE MAMMELL	P.O. BOX	VALLEY MILLS TX, 76788			1/21/2004	1996 Chevrolet S10 Blazer	4/29/2004
ELIZABETH (LIZ) ORAN	309 SANTA FE TRAIL	WAKAHACHIE TX, 75165	(254) 715-4153		1/29/2004	1999 Ford Escort	4/21/2004
ELIZABETH (LIZ) ORAN	309 SANTA FE TRAIL	WAKAHACHIE TX, 75165	(254) 715-4153		1/29/2004	1999 Ford Escort CI	4/21/2004
JERRI WITT	210 TALESPIR LN	WACO TX, 76705	(254) 367-5733		1/23/2004	1997 Ford Explorer	4/21/2004
LEIGH ANN MARTIN	311 LINDA VISTA LN.	WACO TX, 76706	(254) 952-0511	(254) 717-4951	1/21/2004	1997 Ford Expedition	4/23/2004
MICHAEL HOMBES	615 N. 4TH STREET APT. #K	WACO TX, 76704		(313) 501-5418	9/9/2003	1994 Mazda Protege	4/29/2004
CHARLES WALLACE	2225 N 19TH	WACO TX, 76708	(254) 753-0037		1/13/2004	1999 Dodge B1500 Van	4/21/2004
CRYSTAL STERLING	174 MARKYLE	RUSSEL TX, 76882		(254) 962-5400	1/23/2004	2001 Chevrolet Malibu	4/21/2004
DR. ROY GARRETT	1007 MADRID ACRES	WACO TX, 76710	(254) 752-5963	(254) 752-8011	4/12/2003	1996 Chevrolet C1500 Bu	4/29/2004
SUSIE KAISER	2417 N. 49TH	WACO TX, 76708	(254) 772-0438	(254) 291-1072	1/23/2004	1992 Toyota 4 Runner	4/23/2004
TRACY WILSON	117 JUDY DR.	WACO TX, 76705	(254) 759-5835	(254) 754-4695	1/14/2004	1999 Ford F-250 Pickup	4/21/2004

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ii. Vehicles Last Service Done

Vehicle Last Service Between 1/1/2004 and 5/1/2004

Customer Name	Address	City, State, Zip Code	Home	Office	Since Vehicle	Last
AD BLAUMEN DARRIE	1831 BERNARDO TERRACE	SAN DIEGO CA, 92128			1/28/2004 1999 Toyota Corolla	1/28/2004
AGNES VIDAS	1275 AVENIDA DE LOS LOBOS	SAN DIEGO CA, 92128	(659) 336-2886		1/28/2004 1997 BMW 528i	1/27/2004
AL DEDOTEAU	17014 ST. ANDREAS DRIVE	POWAY CA, 92064	(659) 451-3252		2/3/2004 1997 Honda Accord LX	2/4/2004
AL WITTER	18070 POLVERA WAY	SAN DIEGO CA, 92128	(659) 451-0031		9/9/2003 1996 Buick Lesabre	3/18/2004
AL WITTER	18070 POLVERA WAY	SAN DIEGO CA, 92128	(659) 451-0031		9/9/2003 1996 Buick Roadmaster	3/25/2004
AL WITTER	18070 POLVERA WAY	SAN DIEGO CA, 92128	(659) 451-0031		9/9/2003 2000 Mercedes-Benz E32	1/20/2004
ALSTO BOARD	13183 PASEO DEL VERANO	SAN DIEGO CA, 92128	(659) 487-4219		1/9/2004 93 Chevrolet Caprice Classic	1/9/2004
ALAN HODGE	12238 LOMITA DRIVE	POWAY CA, 92064	(659) 673-9147		1/7/2004 1993 Oldsmobile Cutliss	1/27/2004
ALAN HODGE	12238 LOMITA DRIVE	POWAY CA, 92064	(659) 673-9147		1/7/2004 1999 Honda Accord LX	1/7/2004
ALAN LUX	15736 HIDDEN VALLEY DRIVE	POWAY CA, 92064	(659) 679-7875	(659) 487-8839	10/1/2003 1998 Lexus GS400	1/20/2004
ALAN LUX	15736 HIDDEN VALLEY DRIVE	POWAY CA, 92064	(659) 679-7875	(659) 487-8839	10/1/2003 2000 Ford Excursion	2/9/2004
ALEX STOKES	17950 ANIMATO CHIC LAYO	SAN DIEGO CA, 92128	(659) 487-6790		2/17/2004 1992 Cadillac Seville	2/17/2004
ALFRED KLEINFELD	17829 D EVEROX ROAD	SAN DIEGO CA, 92128	(659) 487-9575		12/24/2003 1997 Ford Taurus	3/23/2004
ALIC EVANKOWICZ	17153 PATINA STREET	SAN DIEGO CA, 92127	(659) 487-8838		2/13/2004 1996 Nissan Quest GXE	2/13/2004
ALLAN CASPER	12262 A PASEO LUCIDO	SAN DIEGO CA, 92128	(659) 487-4069		1/28/2004 2000 Ford Explorer	1/28/2004
ALLEN BRISKI	17995 VALLADARES DRIVE	SAN DIEGO CA, 92127	(659) 487-5205	(619) 596-6243	1/28/2004 1996 Toyota Land Cruiser	1/28/2004
ALLEN STUBBLEFIELD	18035 AQUAMIEL ROAD	SAN DIEGO CA, 92127	(659) 679-3525		1/18/2004 2002 Nissan Altima	1/18/2004
ALVIN ROMAN	18016 AVENIDA ALONDRA	SAN DIEGO CA, 92128	(659) 675-3541		1/21/2004 1994 Oldsmobile Cutliss	1/22/2004
AMIR BACHERI	1337 DEERBROOK	SAN MARCOS CA, 92069		(659) 666-3223	2/25/2004 1999 Toyota Tacoma	3/25/2004
AMN RICHARDSON	12480 RADO ROAD	SAN DIEGO CA, 92128	(659) 487-4288	(659) 675-0534	12/24/2003 1996 Mazda Protege	2/19/2004

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iii. Vehicle Make is

Vehicle Make Is Ford

Customer Name	Address	City, State, Zip Code	Home	Office	Since Vehicle	Last
ALAN LUX	15736 HIDDEN VALLEY DRIVE	POWAY CA, 92064	(659) 679-7875	(659) 487-8839	10/1/2003 2000 Ford Excursion	2/9/2004
ALFRED KLEINFELD	17829 D EVEROX ROAD	SAN DIEGO CA, 92128	(659) 487-9575		12/24/2003 1997 Ford Taurus	3/23/2004
ALLAN CASPER	12262 A PASEO LUCIDO	SAN DIEGO CA, 92128	(659) 487-4069		1/28/2004 2000 Ford Explorer	1/28/2004
ALLEN ANDRUS	12002 PASEO LUCIDO SUITE	SAN DIEGO CA, 92128	(659) 673-0007		10/16/2003 1992 Ford Ranger	10/17/2003
ANDREA YOUNG	17807 WEBBING LANE	SAN DIEGO CA, 92127	(659) 389-0137	(659) 674-4647	10/9/2003 1999 Ford Explorer	10/21/2003
AUDREY COOK	1145 VIA CO MEJO	ESCONDIDO CA, 92029	(760) 747-1547		1/9/2004 1996 Ford Taurus	1/7/2004
BARRY FRIEDMAN	12366 ORLANDO COURT	SAN DIEGO CA, 92128	(659) 489-7588		10/24/2003 1998 Ford Taurus	10/24/2003
BERNICE KLUETT	19994 C LABAS DEREYES	SAN DIEGO CA, 92128	(659) 487-9476		3/16/2004 1994 Ford Thunderbird	3/16/2004
BETTY HAYES	17897 FONTICELLO WAY	SAN DIEGO CA, 92128	(659) 673-7504		2/16/2004 1999 Ford Taurus	2/16/2004
BEVERLY NELLIGAN	17540 HYGE	SAN DIEGO CA, 92135	(659) 519-8061	(659) 942-2673	1/9/2004 1999 Ford Explorer	1/9/2004
BILL REED	18219 VERANO DRIVE	SAN DIEGO CA, 92128	(659) 451-1315		3/4/2004 1996 Ford Lin Crown/Vicb	3/4/2004
BOB MILLUM	10848 BERNUNDT	SAN DIEGO CA, 92126		(659) 674-7099	11/12/2003 1996 Ford F-250 Pickup S	3/24/2004
BOB MILLUM	10848 BERNUNDT	SAN DIEGO CA, 92126		(659) 674-7099	11/12/2003 1999 Ford F-250 Pickup S	3/25/2004
BRAD PETERSON	18160 SENCILLO DRIVE	SAN DIEGO CA, 92128	(659) 451-3787		10/3/2003 1996 Ford Taurus	10/3/2003
BRIAN ROSENBERG	28825 WILD FLOWER ST	MENIFEE CA, 92554	(951) 301-7348	(659) 279-4262	3/23/2004 1998 Ford F-150 Pickup	3/23/2004
CAROL MANSFIELD	12996 CRESTA COURT	SAN DIEGO CA, 92128	(659) 451-2964	(760) 471-2300	10/28/2003 2003 Ford ESCAPE	10/28/2003
CHUCK RUIZ	18070 LIFTY TRAILS DRIVE	SAN DIEGO CA, 92127	(659) 673-0431	(619) 236-9999	10/16/2003 1998 Ford Taurus	2/16/2004
CO RISTEN	5038 FOSTORIA COURT	SAN DIEGO CA, 92127			10/22/2003 1998 Ford Explorer	3/25/2004
DANIELLO	7837 JIMMACH ROAD	SAN DIEGO CA, 92114			3/5/2004 2000 Ford E-150 Econoline	3/5/2004
DAVE LINDSEY	1671 AVENIDA FLORENCE	POWAY CA, 92064	(659) 674-4260	(619) 291-9971	12/24/2003 1992 Ford Aerostar	2/4/2004

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vi. Vehicles that Transmission is

Vehicle Trans Is Manual

Customer Name	Address	City, State, Zip Code	Home	Office	Since	Vehicle	Last
ALLEN ANDRUS	12002 PASAD LUCIDIO SUITE	SAN DIEGO CA, 92108	(262) 673-0037		10/16/2003	1992 Ford Ranger	10/17/2003
AMIR BAOHERI	1307 DEERBROOK	SAN MARCOS CA, 92069	(262) 666-3823		2/26/2004	1999 Toyota Tacoma	2/26/2004
ANDREA YOUNG	17807 WEAVER LANE	SAN DIEGO CA, 92127	(262) 385-0137	(262) 674-4647	10/6/2003	1999 Ford Explorer	10/21/2003
BILL HUFFMAN	12875 PRAIRIE DOG AVENUE	SAN DIEGO CA, 92129	(262) 484-1014	(262) 485-2028	10/29/2003	1998 Mitsubishi Eclipse	10/29/2003
BRADY CHUNG	15279 AVERIDA RORRUS	SAN DIEGO CA, 92128	(262) 487-2067		3/29/2004	2002 Lexus ES300	3/29/2004
BRUCE BLOCK	17458 PLAZA DEL CORTADOR	SAN DIEGO CA, 92128	(262) 451-8735		3/3/2004	2000 Subaru Impreza	3/3/2004
BRUCE BOHMERLING	124020 RANDREE ROAD	SAN DIEGO CA, 92128			3/10/2004	1997 BMW 328i	3/10/2004
BURTON BAYTEKIN	12017 TIMOLI PARK ROWAY	SAN DIEGO CA, 92128			2/4/2004	1997 Nissan Sentra GXE	2/4/2004
CHARLES BURMAN	3016 AVENIDA ROBERTURA	CARLSBAD CA, 92009	(760) 943-7660	(262) 552-3879	10/21/2003	1996 Toyota Tacoma	3/30/2004
CHARLES DEVERA	10285 PASAD MONTANOSO #	SAN DIEGO CA, 92127	(262) 672-1699		1/15/2004	2000 Toyota Tacoma SR5	1/15/2004
DALE HARRISMAN	125030 LOUDBELY DRIVE	SAN DIEGO CA, 92128	(262) 485-1591	(262) 485-7896	10/16/2003	2001 Toyota Tacoma	3/8/2004
DAN HOGGINS	13531 ROSTRADA ROAD	POWAY CA, 92064	(262) 451-3045		10/30/2003	1994 Saturn S Sedan	3/4/2004
DAN LUTTRELL	17025 CAMINITO SAN BERNARD	SAN DIEGO CA, 92127	(262) 487-4415	(262) 673-1700	9/4/2003	1992 Mitsubishi 3000GL	1/23/2004
DENITRI ARABE	13555 CAMINITO PASADERO	SAN DIEGO CA, 92128	(619) 523-4530		1/16/2004	1998 Saturn S Sedan	1/22/2004
DAMEKEMP	11610 BEREA PLACE #200	SAN DIEGO CA, 92128		(262) 487-8839	12/29/2003	1996 Ford Ranger	3/26/2004
DOHTEERY	17225 PINKET PLACE	POWAY CA, 92064	(262) 485-1434	(262) 673-1537	2/9/2004	2001 Toyota Celica	2/9/2004
DOHNA FOUSSATT	17430 CAMINITO SIEDA	SAN DIEGO CA, 92127	(262) 613-9158		1/23/2004	1996 Ford Ranger	2/5/2004
DOHNA FOUSSATT	17430 CAMINITO SIEDA	SAN DIEGO CA, 92127	(262) 613-9158		1/23/2004	1996 Isuzu Rodeo	2/16/2004
EDMOCABE	12230 MOONBONGOT	SAN DIEGO CA, 92127	(262) 673-3963	(262) 613-1600	9/11/2003	1997 Mazda RX-7	10/6/2003
EMMAORUNDY	18279 ACETUINO STREET	SAN DIEGO CA, 92128	(262) 485-8822		12/30/2003	1994 Toyota Pickup	1/15/2004

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vii. Vehicles that have Air (Yes/No)

This report doesn't seem to work. Put it on the bug list.

viii. Vehicles Manufacture date is

Vehicle Manufactured Between 1/1/1995 and 1/1/2000

Customer Name	Address	City, State, Zip Code	Home	Office	Since	Vehicle	Next Service
JAY WILKINSOHN	14964 OLIVERVILLE STREET	POWAY CA, 92064		(262) 675-1600	1/6/2004	1998 Toyota 4 Runner SR5	
JOHN WASHBURN	15559 CAMINITO CORRIENTE	SAN DIEGO CA, 92128	(262) 487-7648	(619) 547-2452	12/24/2003	1997 Ford Thunderbird	

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ix.

Vehicles Drive Axle is*Vehicle Axle Is Front Wheel*

<i>Customer Name</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>	<i>Vehicle</i>	<i>Last Service</i>
AD ELA AMENDARIS	11631 BERNARDO TERRACE	SAN DIEGO CA, 92128			1/25/2004	1999 Toyota Corolla	1/25/2004
AL D EOTEAU	17014 ST. ANDREWS DRIVE	POWAY CA, 92064	(659) 451-3252		2/3/2004	1997 Honda Accord Lx	2/4/2004
AL LUTTER	19270 POLVERA WAY	SAN DIEGO CA, 92128	(659) 451-0031		9/9/2003	1996 Buick Lesabre	3/19/2004
AL LUTTER	19270 POLVERA WAY	SAN DIEGO CA, 92128	(659) 451-0031		9/9/2003	2000 Mercedes-Benz E32	1/20/2004
ALAN HODGE	12238 LOMICA DRIVE	POWAY CA, 92064	(659) 673-9147		1/7/2004	1993 Oldsmobile Cutlass	1/27/2004
ALAN HODGE	12238 LOMICA DRIVE	POWAY CA, 92064	(659) 673-9147		1/7/2004	1996 Honda Accord Lx	1/7/2004
ALEX STOCKS	17650 CAMINITO CINCO LAYO	SAN DIEGO CA, 92128	(659) 487-6790		2/17/2004	1992 Cadillac Seville	2/17/2004
ALFRED KLEINFELD	17929 EVERETT ROAD	SAN DIEGO CA, 92128	(659) 487-9575		12/24/2003	1997 Ford Taurus	3/23/2004
ALICE WAGONER	17193 PATINA STREET	SAN DIEGO CA, 92127	(659) 487-8838		2/13/2004	1996 Nissan Quest Gxe	2/13/2004
ALLEN ANDRUS	12382 PASADO LUCIDO SUITE	SAN DIEGO CA, 92128	(659) 673-0037		10/19/2003	2000 Acura CL	10/19/2003
ALLEN STUBBLEFIELD	18008 AGUAMIEL ROAD	SAN DIEGO CA, 92127	(659) 675-3625		1/19/2004	2002 Nissan Altima	1/19/2004
ALVIN ROMAN	19215 AVENIDA ALONZO RA	SAN DIEGO CA, 92128	(659) 675-3641		1/2/2004	1994 Oldsmobile Cutlass	1/22/2004
ARN RICHARDSON	12490 HARD ROAD	SAN DIEGO CA, 92128	(659) 487-4288	(659) 675-0534	12/24/2003	1996 Mazda Protege	2/19/2004
ANTHONY THOMAS	19968 CAMINITO PASADERO	SAN DIEGO CA, 92128	(659) 485-8822	(659) 485-7005	3/12/2004	1996 Nissan Maxima	3/12/2004
ANTO NESLEMAN	11950 AVENIDA SVRITA	SAN DIEGO CA, 92128		(659) 487-2188	3/3/2004	1994 Nissan Maxima	3/3/2004
ANTO NESLEMAN	11950 AVENIDA SVRITA	SAN DIEGO CA, 92128		(659) 487-2188	3/3/2004	1998 Honda Cr-V	3/3/2004
ART MORBY	16375 ETILLUS COURT	SAN DIEGO CA, 92128	(659) 592-0818		3/9/2004	1996 Cadillac Seville Sls	3/9/2004
ARTHUR BARNHART	14095 PAINTED DESERT	POWAY CA, 92064	(659) 673-3876		3/12/2004	2000 Chevrolet Camaro	3/1/2004
ATHALEE LITTLE	17416 PLACIA OTOMAL	SAN DIEGO CA, 92128	(659) 592-7259		11/10/2003	1991 Buick Lesabre	1/23/2004
BANIKUMAR MAITI	10264 POBLADO ROAD #30022	SAN DIEGO CA, 92127		(659) 521-3035	3/25/2004	1996 Chrysler Sebring Jc	3/25/2004
BARRY FRIEDMAN	12960 RAND E COURT	SAN DIEGO CA, 92128	(659) 485-7588		10/24/2003	1998 Ford Taurus	10/24/2003

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x.

Vehicles Model is*Vehicle Model Is F-150 Pickup*

<i>Customer Name</i>	<i>Address</i>	<i>City, State, Zip Code</i>	<i>Home</i>	<i>Office</i>	<i>Since</i>	<i>Vehicle</i>	<i>Last</i>
BRAUN ROSENBERG	28825 WILD FLOWER ST	MENIFEE CA, 92554	(909) 301-7348	(909) 279-0852	3/23/2004	1998 Ford F-150 Pickup	3/23/2004
JIM KNOTT	13764 VIA TREB VESTAS	SAN DIEGO CA, 92128	(659) 538-0669		1/14/2004	1997 Ford F-150 Pickup	1/14/2004
PATTO RMEY	414 SKYRIDGE LANE	ESCONDIDO CA, 92026			10/31/2003	2000 Ford F-150 Pickup	3/28/2004
ROGER BRATT	407 REDUENZA STREET #29	ENCINITA CA, 92024	(760) 633-1483	(659) 592-3995	1/9/2004	1998 Ford F-150 Pickup	1/9/2004
ROY HOLDER	38875 CALLE SEGOVIA	TEMECULA CA, 92592	(909) 767-2276		3/9/2004	1998 Ford F-150 Pickup	3/30/2004
TERESA SULLARD	3084 ORLEANS ST	SAN DIEGO CA, 92104	(619) 280-7166	(659) 592-1708	3/19/2004	1996 Ford F-150 Pickup	3/19/2004
THOMAS D ERVEEN	13671 SUMMIT CIRCLE	POWAY CA, 92064	(659) 748-1046	(619) 609-8553	5/10/2003	1993 Ford F-150 Pickup	2/11/2004
	11520 WILBERT BERNARD COURT	SAN DIEGO CA, 92128		(659) 485-8825	9/29/2003	2004 Ford F-150 Pickup	3/19/2004
JIM PETERS	14250 MONTEFORT COURT	SAN DIEGO CA, 92128	(659) 487-2143	(659) 864-2873	10/7/2003	1999 Ford F-150 Pickup	3/12/2004
FRANK WAGNER	17950 BERNARDO AVENUE DR	SAN DIEGO CA, 92127		(659) 675-8525	3/2/2004	1998 Ford F-150 Pickup	3/2/2004
JOELLE JOELLE	14235 BEREA PLACE	SAN DIEGO CA, 92128		(659) 485-0088	1/15/2004	1996 Ford F-150 Pickup	1/15/2004



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c. Inventory Reports

i. Print Inventory/Part Selector

Inventory Selector Report

 Cancel  Continue

Parts On Hand: ☐ Yes ☐ No ☒ Either

Stock Item: ☐ Yes ☐ No ☒ Either

Beginning: Part Number And Part Letters And

Part Group:

Vendor:


Inventory Select						
Only Parts On Hand		Other	Stock Part	Other		
Part Numbers Between		1	And	9999999999		
Part Letters Between		A	And	Z		
Part Number	Part Description	In Shop Location On Hand	Cost	Exell	Wholesale	Tax Exell
16412*	TRANSMISSION FILTER KIT	0	\$14.66	\$21.8*	\$6.66	\$6.66
17917	TRANSMISSION FILTER KIT	0	\$15.66	\$11.66	\$6.66	\$6.66
17967	TRANSMISSION FILTER KIT	0	\$15.66	\$15.66	\$6.66	\$6.66
14697	TRANSMISSION FILTER KIT	0	\$15.2*	\$11.66	\$6.66	\$6.66
14666	TRANSMISSION FILTER KIT	0	\$11.72	\$21.8*	\$6.66	\$6.66
16401	DEF-COOL	0	\$16.66	\$22.66	\$6.66	\$6.66
16424*	FRONT BRAKE CALIPER	0	\$16.66	\$22.66	\$6.66	\$6.66
16424*	FRONT BRAKE CALIPER	0	\$16.2*	\$15.66	\$6.66	\$6.66
164256	FRONT BRAKE CALIPERS (L)	0	\$15.14	\$75.70	\$6.66	\$6.66
164259	FRONT BRAKE CALIPERS (R)	0	\$15.14	\$75.70	\$6.66	\$6.66
164336	FRONT BRAKE CALIPERS (FRONT)	0	\$18.66	\$76.66	\$6.66	\$6.66
164337	FRONT BRAKE CALIPERS (LEFT)	0	\$18.66	\$66.66	\$6.66	\$6.66
164341	FRONT BRAKE CALIPERS (R)	0	\$18.66	\$77.66	\$6.66	\$6.66
164342	FRONT BRAKE CALIPERS	0	\$17.66	\$77.66	\$6.66	\$6.66
16462*	REAR BRAKE CALIPERS W/PODS	0	\$78.66	\$157.66	\$6.66	\$6.66
164664	REAR BRAKE CALIPERS (LEFT)	0	\$79.61	\$115.66	\$6.66	\$6.66
164669	REAR BRAKE CALIPERS	0	\$79.61	\$115.66	\$6.66	\$6.66
164668	RIGHT FRONT BRAKE CALIPER	0	\$57.21	\$116.66	\$6.66	\$6.66
164669	LEFT FRONT BRAKE CALIPER	0	\$57.21	\$116.66	\$6.66	\$6.66
16466	FORMULA 4WHEEL OIL	66*	\$6.66	\$2.16	\$61.66	\$11.36**
16661256	REAR BRAKE PODS	0	\$12.99	\$76.66	\$6.66	\$6.66
16661256	FRONT BRAKE PODS	0	\$15.22	\$71.66	\$6.66	\$6.66
16664766	FRONT BRAKE PODS	0	\$16.66	\$11.66	\$6.66	\$6.66
16665176	REAR BRAKE PODS	0	\$16.66	\$66.66	\$6.66	\$6.66
16667226	FRONT BRAKE PODS	0	\$16.5*	\$78.66	\$6.66	\$6.66
16266606	FRONT BRAKE PODS	0	\$26.16	\$6.66	\$6.66	\$6.66
1627737*	ANTENNA-HIGH-66-66-66-66	0	\$21.16	\$1.66	\$6.66	\$6.66
16161256	REAR BRAKE PODS	0	\$21.21	\$1.66	\$6.66	\$6.66
16165176	REAR BRAKE PODS	0	\$26.91	\$1.66	\$6.66	\$6.66
16165466	REAR BRAKE PODS	0	\$21.82	\$1.66	\$6.66	\$6.66
16462716	FRONT BRAKE PODS	0	\$22.66	\$11.16	\$6.66	\$6.66
16665676	FRONT BRAKE PODS	0	\$24.99	\$56.66	\$6.66	\$6.66
16665226	FRONT BRAKE PODS	0	\$29.15	\$6.66	\$6.66	\$6.66
16665916	FRONT BRAKE PODS	0	\$28.17	\$56.7*	\$6.66	\$6.66
16666626	BRAKE PODS	0	\$6.66	\$6.66	\$6.66	\$6.66
16666676	BRAKE PODS	0	\$6.66	\$6.66	\$6.66	\$6.66
16666946	REAR BRAKE PODS	0	\$24.99	\$56.66	\$6.66	\$6.66
16666996	FRONT BRAKE PODS	0	\$12.29	\$6.66	\$6.66	\$6.66
16667146	REAR BRAKE PODS	0	\$21.61	\$52.66	\$6.66	\$6.66
16667276	FRONT BRAKE PODS	0	\$11.27	\$66.5*	\$6.66	\$6.66
16667966	FRONT BRAKE PODS	0	\$12.81	\$66.66	\$6.66	\$6.66
16667916	REAR BRAKE PODS	0	\$26.99	\$11.66	\$6.66	\$6.66
16667916	FRONT BRAKE PODS	0	\$16.87	\$62.66	\$6.66	\$6.66
16668116	FRONT BRAKE PODS	0	\$18.71	\$76.66	\$6.66	\$6.66
16668116	FRONT BRAKE PODS	0	\$18.71	\$78.66	\$6.66	\$6.66
1666	OIL FILTER	0	\$6.66	\$12.66	\$6.66	\$6.66
16666	HOMER ONE 4WHEEL SYNTHETIC	0	\$1.81	\$6.66	\$6.66	\$6.66
11666611	REAR BRAKE SHOCKS	0	\$12.1*	\$12.66	\$6.66	\$6.66
11666626	REAR BRAKE SHOCKS	0	\$16.25	\$25.66	\$6.66	\$6.66
11666616	REAR BRAKE SHOCKS	0	\$12.1*	\$12.66	\$6.66	\$6.66

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iv. Parts Usage History

Inventory Usage Parts History

 Cancel  Continue

Beginning Ending
 Between Dates And

Vendor

Inventory Part History

Between 1/1/04 And 5/31/04



Vendor: ESCONDIDO TOYOTA

Company Name EBCOM O DO TO YOT A

Purch Invoice#	Purch Group	Stock	Purch Description	Quan	Unit Price	Price	Profit	Final Inv.
662721LL6C	General Pan	Yes	COOLANT	2	\$16.11	\$17.76	\$8.86	10/1/2006
662721LL6C	General Pan	Yes	COOLANT	2	\$16.11	\$17.76	\$8.86	10/1/2006
662721LL6C	General Pan	Yes	COOLANT	2	\$16.11	\$17.76	\$8.86	10/1/2006
662721LL6C	General Pan	Yes	COOLANT	2	\$16.11	\$17.76	\$8.86	10/1/2006
664631J216	General Pan	No	FRONT BRAKE PDS	1	\$99.16	\$73.66	\$25.50	10/1/2006
6646362666	General Pan	No	FRONT BRAKE PDS	1	\$99.16	\$66.66	\$32.50	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
6650262611	General Pan	Yes	OIL FILTER	1	\$5.26	\$7.56	\$2.30	10/1/2006
110116616	General Pan	No	TUBE SEALS	6	\$1.76	\$2.27	\$3.27	10/1/2006
112126626	General Pan	No	VALVE COVER GASKET	1	\$16.12	\$13.56	\$3.18	10/1/2006
112127626	General Pan	No	VALVE COVER GASKET	1	\$8.21	\$5.66	\$6.69	2/1/2006
112762616	General Pan	No	VALVE COVER GASKET	1	\$16.12	\$13.56	\$3.18	10/1/2006
122675616	General Pan	No	PCV VALVE	1	\$3.69	\$6.26	\$2.51	10/1/2006
154663616	General Pan	No	RING	1	\$9.16	\$5.66	\$6.26	2/1/2006
177662636	General Pan	No	PLUNGER GASKET	1	\$7.66	\$16.19	\$2.56	10/1/2006
1786167626	General Pan	No	AIR FILTER	1	\$16.67	\$23.56	\$9.11	10/1/2006
178615626	General Pan	No	AIR FILTER	1	\$16.67	\$23.56	\$9.11	10/1/2006
196117636	General Pan	No	DISTRIBUTOR CAP W/ WIRES	1	\$59.11	\$66.66	\$16.67	2/1/2006
196117616	General Pan	No	DISTRIBUTOR CAP	1	\$29.66	\$5.66	\$1.56	10/1/2006
196211376	General Pan	No	DISTRIBUTOR ROTOR	1	\$5.76	\$9.76	\$3.26	2/1/2006
196216616	General Pan	No	DISTRIBUTOR ROTOR	1	\$1.11	\$5.66	\$2.27	10/1/2006
216679626	General Pan	No	FUEL FILTER	1	\$27.19	\$4.66	\$1.61	2/1/2006
216679666	General Pan	No	FUEL FILTER	1	\$26.66	\$4.66	\$1.76	10/1/2006
696631666	General Pan	No	CYCLONE SENSOR	1	\$96.26	\$166.66	\$66.75	10/1/2006
966691632	General Pan	No	SPOKE PLUGS	6	\$2.66	\$4.16	\$6.56	2/1/2006
963115619	General Pan	No	SEAL	1	\$6.17	\$16.66	\$4.21	10/1/2006
963116612	General Pan	No	FOAMING REAR HOSE SEAL	1	\$26.66	\$27.11	\$6.61	10/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	10/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	2/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	10/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	2/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	2/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	10/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	2/1/2006
9646126116	General Pan	Yes	DRAIN PLUG GASKET	1	\$6.76	\$1.11	\$6.57	10/1/2006

v. Inventory Worksheet w/Costs

Inventory Parts Worksheet

 Cancel  Continue

Beginning Ending

Part Number And

Part Letters And

Inventory Work Sheet



Part Numbers Between 1 And 999999999999

1000	FORMULASHELL OIL	500	664		\$0.96	\$2.10
1100001002 (N)	DRAIN PLUG GASKET	20	6		\$1.23	\$2.24
14000003 (S)	DRAIN PLUG GASKET	20	4		\$1.03	\$2.06
1500001002	OIL FILTER	6	2		\$4.71	\$7.50
2000	AIR FILTER	1	1		\$5.91	\$12.00
21006	OIL FILTER	12	14		\$1.99	\$6.50
21040	OIL FILTER	12	10		\$1.99	\$6.50
21060	OIL FILTER	6	5		\$1.99	\$6.50
21068	OIL FILTER	12	8		\$1.99	\$6.50
21069	OIL FILTER	6	6		\$2.19	\$6.00
21085	OIL FILTER	12	10		\$1.79	\$6.50
21088	OIL FILTER	4	4		\$4.29	\$6.50
21315	OIL FILTER	3	1		\$4.29	\$6.50
21334	OIL FILTER	12	11		\$1.79	\$6.50
21348	OIL FILTER	12	8		\$1.99	\$7.00
21396	OIL FILTER	6	8		\$2.99	\$6.00
21351	OIL FILTER	6	4		\$2.49	\$6.00
21365	OIL FILTER	4	6		\$2.89	\$6.00
21372	OIL FILTER	12	5		\$1.79	\$7.00
21381	OIL FILTER	6	8		\$2.89	\$6.00
21382	OIL FILTER	4	3		\$2.89	\$6.00
21394	OIL FILTER	12	8		\$2.89	\$6.50
21515	OIL FILTER	12	10		\$1.79	\$7.50
21516	OIL FILTER	12	19		\$1.79	\$7.50
21522	OIL FILTER	8	3		\$2.99	\$6.50
21626	OIL FILTER	5	3		\$2.89	\$6.50
22000	AIR FILTER	1	1		\$3.39	\$7.00
22054	AIR FILTER	1	1		\$3.39	\$7.00
22057	AIR FILTER	1	1		\$3.39	\$7.00
22073	AIR FILTER	1	1		\$3.49	\$7.20

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vi. Inventory Parts On Order

Back Order Parts

 Cancel  Continue

Beginning Ending

Part Number And

Part Letter And

Vendor

Parts Currently On Order

Between 1 And 9999999999 Between A And Z


Vendor All Vendor

Vendor CUB H HONDA
Phone (781) 737-3333

Part Number Part Description On Order On Order Unit Cost Total Cost
1246914662 OIL FILTER 2 \$4.71 \$9.42
Grand Total \$9.42

vii. Single Parts Usage

Inventory Parts on Work Orders

 Cancel  Continue

Part Number

Between Dates And

Stocked Parts Used on Work Orders and Counter Sales

Work Order #	License	Part Number	Part Group	Part Description	Part Number Dates Between		And	5/31/04	Quan	Co d	Total Cost	Retail	Total Retail	Profit
					1/1/04	10/30								
1001	42M1982	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$1.36	\$6.80	\$2.08
1005	3MTT824	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1007	3NNM894	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1012	40SR730	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$1.36	\$5.44	\$1.64
1016	58MVA833	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1023	40ZP028	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1025	2E0H923	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1026	3JRC413	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1028	40MVA999	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1032	4HR8663	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1038	412M020	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1039	4010236	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1039	40V6300	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1041	22UL409	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1043	3KXV954	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$1.36	\$6.80	\$2.08
1046	4MVA473	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1048	58MVA029	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$1.36	\$6.80	\$2.08
1049	21NM172	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$1.60	\$6.40	\$2.60
1051	4YFS215	1030	General Part	FO RNU LASH ELL OIL					6	\$0.96	\$5.70	\$2.10	\$12.60	\$5.90
1052	50CT361	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$0.00	\$0.00	(\$4.75)
1053	3TTX422	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1055	4P8S260	1030	General Part	FO RNU LASH ELL OIL					6	\$0.96	\$5.70	\$2.10	\$12.60	\$5.90
1060	3EHC997	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
1061	4FMA766	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1062	3PQ4615	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1065	4KPS221	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1067	3RFD934	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1068	40CT918	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1071	3KX312	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1073	7F54742	1030	General Part	FO RNU LASH ELL OIL					6	\$0.96	\$5.70	\$2.10	\$12.60	\$5.90
1074	58MVA04	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1075	30MVA26	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1079	4JME195	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
1083	50YH718	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80

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972	2MVA179	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
974	5A04535	1030	General Part	FO RNU LASH ELL OIL					6	\$0.96	\$5.70	\$1.36	\$8.16	\$2.46
975	1LJ0818	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
977	3KX1870	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
979	3TP6527	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$2.10	\$10.50	\$5.75
983	3UD7475	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
985	55747H	1030	General Part	FO RNU LASH ELL OIL					4	\$0.96	\$3.80	\$2.10	\$8.40	\$4.80
991	560Y272	1030	General Part	FO RNU LASH ELL OIL					5	\$0.96	\$4.75	\$1.36	\$6.80	\$2.08
993	3MVA883	1030	General Part	FO RNU LASH ELL OIL					1	\$0.96	\$0.96	\$2.10	\$2.10	\$1.15
Total									1682	\$0.8826	\$1,483.80	\$834.44	\$5,073.47	\$1,639.67
Grand Total									1682	\$0.8826	\$1,483.80	\$834.44	\$5,073.47	\$1,639.67

viii. Print Low Parts on Shelf by Vendor

Inventory Parts with Low Volumes
Vendor: All Vendor

Vendor - BOWEN						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
871	General Part	DOT 3 BRAKE FLUID	24	24	16	6

Vendor - CAL-BTATE						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
FL466	General Part	OIL FILTER	6	6	6	6
FL426	General Part	OIL FILTER	6	6	4	6
FF11	General Part	OIL FILTER	6	6	2	6
FF17	General Part	OIL FILTER	8	8	2	6
FF52	General Part	OIL FILTER	6	6	6	6
FF59	General Part	OIL FILTER	6	6	1	6

Vendor - CUBH HONDA						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
1246P14662	General Part	OIL FILTER	6	6	2	6
2466P146619	General Part	DRIVEN PLUG GASKET	26	26	17	6

Vendor - Default						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
6635	Seal	SHOCK CERTIFICATE	56	56	26	6

Vendor - BROWN TOYOTA						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
66322611	General Part	OIL FILTER	6	6	6	6
9646126114	General Part	DRIVEN PLUG GASKET	26	26	24	6
9646162214	General Part	DRIVEN PLUG GASKET	15	15	11	6
964617762	General Part	OIL FILTER	6	6	4	6
964617761	General Part	OIL FILTER	3	3	2	6

Vendor - INTERFLUID ENVIRONMENTAL SERVICES, INC						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
COO1	General Part	COOLANT	156	78	56	6

Vendor - MOBBY NISSAN						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
11656146246	General Part	DRIVEN PLUG GASKET	26	26	6	6



Vendor - MYRE TIRE SUPPLY						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
TR41	Tire	VOLVO STEEL & ON	166	166	56	6
TR41	Tire	VOLVO STEEL & ON	56	166	49	6

Vendor - MAPA AUTO PARTS						
Part Number	Part Group	Part Description	Base Qty	Min Qty	On Hand	On Order
2186	General Part	OIL FILTER	12	12	16	6
2186	General Part	OIL FILTER	6	6	6	6
2186	General Part	OIL FILTER	12	12	8	6
2186	General Part	OIL FILTER	12	12	16	6
2115	General Part	OIL FILTER	3	3	1	6

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ix. WO Parts by Part Number and Type

Inventory Parts on Work Orders

 Cancel
  Continue

Beginning Ending
 Part Number And
 Part Letters And
 Between Dates And
 Part Group

Stocked Parts Used on Work Orders and Counter Sales

Part Numbers Between		1	And	9999999999	Part Letters Between		A	And	Z
Dates Between				1/1/04	And	5/31/04			
Group All Group									
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
1189	4AVR337	1-5124	General Part	TRANSM BSHO N FILTER KIT	1	\$4.60	\$10.00	\$4.80	
					Total	1	\$4.60	\$10.00	\$4.80
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
1142	3LOW245	1-7597	General Part	TRANSM BSHO N FILTER KIT	1	\$15.66	\$35.00	\$19.44	
					Total	1	\$15.66	\$35.00	\$19.44
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
1189	4AVR337	1-8555	General Part	TRANSM BSHO N FILTER KIT	1	\$11.72	\$23.44	\$11.72	
					Total	1	\$11.72	\$23.44	\$11.72
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
1114	42P2641	10-101	General Part	DEK-COOL	1	\$10.85	\$22.95	\$12.10	
					Total	1	\$10.85	\$22.95	\$12.10
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
630	2PHB575	10-3240	General Part	FRONT BRAKE CALIPER	2	\$10.66	\$22.00	\$22.88	
					Total	2	\$10.66	\$22.00	\$22.88
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
630	2PHB575	10-3241	General Part	FRONT BRAKE CALIPER	1	\$42.41	\$85.00	\$42.59	
					Total	1	\$42.41	\$85.00	\$42.59
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
507	2WHB332	10-3250	General Part	FRONT BRAKE CALIPERS (L)	1	\$45.38	\$90.76	\$45.38	
					Total	1	\$45.38	\$90.76	\$45.38
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
507	2WHB332	10-3251	General Part	FRONT BRAKE CALIPER (R)	1	\$45.38	\$90.76	\$45.38	
					Total	1	\$45.38	\$90.76	\$45.38
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
854	2DYG837	10-3305	General Part	FRONT BRAKE CALIPERS (RIGHT)	1	\$38.46	\$65.00	\$26.54	
					Total	1	\$38.46	\$65.00	\$26.54
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
854	2DYG837	10-3307	General Part	FRONT BRAKE CALIPER (LEFT)	1	\$38.46	\$65.00	\$26.54	
					Total	1	\$38.46	\$65.00	\$26.54
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
963	4RDTT27	10-4141	General Part	FRONT BRAKE CALIPER (R/F)	1	\$38.46	\$64.10	\$25.64	
					Total	1	\$38.46	\$64.10	\$25.64
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	

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Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
671	5R2D161	VAR410B	General Part	IGNITION WIRES	1	\$44.66	\$94.10	\$49.44	
					Total	1	\$44.66	\$94.10	\$49.44
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
575	VAR5534		General Part	IGNITION WIRES	1	\$67.42	\$100.00	\$32.58	
					Total	1	\$67.42	\$100.00	\$32.58
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
605	30L2324	WTR	General Part	CATALYTIC CONVERTER	1	\$65.00	\$110.00	\$45.00	
					Total	1	\$65.00	\$110.00	\$45.00
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
671	5R2D161	XL227821560	General Part	LOCK CYLINDER	1	\$38.30	\$64.00	\$25.70	
					Total	1	\$38.30	\$64.00	\$25.70
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
626	6A3B855	XL52148205	General Part	GENERIC ELECTRONIC MODULE	1	\$90.48	\$162.00	\$71.52	
					Total	1	\$90.48	\$162.00	\$71.52
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
505	4JCVA55	YL225424AA	General Part	LOWER INTAKESET	1	\$51.19	\$88.00	\$36.81	
					Total	1	\$51.19	\$88.00	\$36.81
Grand Total						\$54,643.64	\$82,283.28	\$27,639.64	

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x. **Non-Inventory Parts Sold on WO**

Non Inventory Parts on Work Orders

 Cancel  Continue

Beginning Ending

Part Number And

Part Letters And

Between Dates And

Part Group

Non Stocked Parts Used on Work Orders

Part Numbers Between		1	And	99999999999	Part Letters Between		A	And	Z
Dates Between				1 /1 /04	And	1 /7 /04			
Group All Group									
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
275	4RZPT22	121.65052	General Part	REAR BRAKE ROTOR (R)	1	\$0.00	\$38.90	\$38.90	
					Total	1	\$0.00	\$38.90	\$38.90
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
267	3TD876	208/65R15 52	Tires	BRIDGESTONE REB2	4	\$63.96	\$50.00	\$104.96	
284	3KY2340	208/65R15 52	Tires	HANKOOK	1	\$63.96	\$48.00	\$15.96	
					Total	5	\$127.92	\$98.00	\$29.92
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
259	4R5A173	3023	General Part	FUEL FILTER	1	\$13.66	\$28.00	\$14.34	
					Total	1	\$13.66	\$28.00	\$14.34
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
262	4W4633	311K	General Part	TRUCKY FLUSH KIT	1	\$15.90	\$32.00	\$16.10	
259	4R5A173	311K	General Part	TRUCKY FLUSH KIT	1	\$15.90	\$32.00	\$16.10	
					Total	2	\$31.80	\$64.00	\$32.20
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
303	4K2S808	60-020-1	General Part	FRONT WIPER BLADE BB	2	\$7.26	\$14.50	\$7.24	
					Total	2	\$7.26	\$14.50	\$7.24
Work Order #	License	Part Number	Part Group	Part Description	Quan	Cost	Sold For	Profit	
303	4K2S808	A11630	General Part	AIR FILTER	1	\$10.71	\$21.42	\$10.71	
					Total	1	\$10.71	\$21.42	\$10.71
					Grand Total		\$181.82	\$304.82	\$123.00

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xi. **Core Detail by**

Doesn't work.

xii. **Parts Purchased**

Doesn't work.

d. Repair Order Reports

i. Employee Summary Report

Employee Summary Report By Date: From 3/16/2004 To 3/16/2004

EmployeeID: CH
 Name: CHARLIE HAWKINS
 Address: CH4+TO B WESSO N ROAD
 City, ST, Zip: POWAYCA, SD564
 Phone: (605) 4555550 Fax:
 WOID: 112944
 Hire Date: 9/5/11-4557
 Pay Rate: \$24.50
 Termination Date: 1/5/2001

Date	Work Order ID	Billed Hrs	Act Hrs	WO Hrs	Labor Rate	Labor Total	Employee Costs	Profit
3/16/2004	1567	0.16	0.00	0.00	\$74.00	\$12.24	\$7.26	\$11.85
3/16/2004	1567	0.00	0.00	0.00	\$6.00	\$0.00	\$6.00	\$0.00
3/16/2004	1567	0.16	0.00	0.00	\$72.00	\$11.52	\$7.48	\$11.25
3/16/2004	1567	1.00	0.00	0.00	\$72.00	\$72.00	\$24.50	\$47.50
3/16/2004	1567	0.16	0.00	0.00	\$6.00	\$0.96	\$7.04	\$0.00
3/16/2004	1567	1.00	0.00	0.00	\$74.00	\$74.00	\$24.50	\$49.50
3/16/2004	1567	0.16	0.00	0.00	\$11.04	\$1.77	\$9.27	\$0.00
3/16/2004	1567	1.00	0.00	0.00	\$74.00	\$74.00	\$24.50	\$49.50
3/16/2004	1567	0.50	0.00	0.00	\$74.00	\$37.00	\$12.25	\$24.75
3/16/2004	1571	0.50	0.00	0.00	\$61.50	\$30.75	\$12.25	\$18.50
3/16/2004	1574	0.00	0.00	0.00	\$74.00	\$0.00	\$6.00	\$0.00
3/16/2004	1574	0.00	0.00	0.00	\$74.00	\$0.00	\$6.00	\$0.00
3/16/2004	1516	0.50	0.00	0.00	\$61.50	\$30.75	\$12.25	\$18.50
3/16/2004	1511	0.50	0.00	0.00	\$61.50	\$30.75	\$12.25	\$18.50
3/16/2004	1514	0.50	0.00	0.00	\$61.50	\$30.75	\$12.25	\$18.50
3/16/2004	1515	0.16	0.00	0.00	\$74.00	\$11.84	\$7.26	\$11.85
					\$74.00	\$114.96	\$194.90	\$27.00
					Act Hrs Total:	0.00		
					Billed Hrs Total:	7.50		
					Labor Total:		\$515.50	
					Cost Total:		\$191.10	
					Profit Total:		\$324.40	

ii. Labor Used Detail

Labor Used Detail Between 3/16/2004 and 3/16/2004

Employee Name	Pay Rate	Hire Date	WOID	Finished	Act Hrs	Billed Hrs	Rate	Labor	Employee Costs	Profit
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.00	\$31.62	\$9.50	\$7.35	\$2.15
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.00	\$72.00	\$21.60	\$7.35	\$14.25
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.00	\$74.00	\$22.20	\$7.35	\$14.25
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	0.50	\$74.00	\$37.00	\$12.25	\$24.75
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	1.00	\$72.00	\$72.00	\$24.50	\$47.50
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	1.00	\$74.00	\$74.00	\$24.50	\$49.50
CHARLIE HAWKINS	\$24.50	1/5/2001	0007	3/15/2004	0.00	1.00	\$74.00	\$133.20	\$44.10	\$89.10
LARRY LYON	\$25.00	1/5/1993	0118	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.00	1/5/1993	0118	3/15/2004	0.00	0.00	\$74.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.00	1/5/1993	0118	3/15/2004	0.00	0.00	\$31.62	\$9.50	\$7.65	\$1.85
LARRY LYON	\$25.00	1/5/1993	0118	3/15/2004	0.00	0.60	\$74.00	\$44.40	\$15.30	\$29.10
KEVIN D HNER	\$24.50	1/5/2001	0119	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
KEVIN D HNER	\$24.50	1/5/2001	0119	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$7.35	\$0.00
KEVIN D HNER	\$24.50	1/5/2001	0119	3/15/2004	0.00	0.60	\$0.00	\$0.00	\$14.70	\$0.00
CHARLIE HAWKINS	\$24.50	1/5/2001	0121	3/15/2004	0.00	0.50	\$63.50	\$31.75	\$12.25	\$19.50
KEVIN D HNER	\$24.50	1/5/2001	0122	3/15/2004	0.00	0.00	\$74.00	\$0.00	\$0.00	\$0.00
KEVIN D HNER	\$24.50	1/5/2001	0122	3/15/2004	0.00	0.50	\$74.00	\$37.00	\$12.25	\$24.75
LARRY LYON	\$25.00	1/5/1993	0123	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.00	1/5/1993	0123	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$7.65	\$0.00
LARRY LYON	\$25.00	1/5/1993	0123	3/15/2004	0.00	0.00	\$31.62	\$9.50	\$7.65	\$1.85
CHARLIE HAWKINS	\$24.50	1/5/2001	0124	3/15/2004	0.00	0.00	\$74.00	\$0.00	\$0.00	\$0.00
CHARLIE HAWKINS	\$24.50	1/5/2001	0124	3/15/2004	0.00	0.00	\$74.00	\$0.00	\$0.00	\$0.00

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Employee Name	Pay Rate	Hire Date	WOID	Finished	Act Hrs	Billed Hrs	Rate	Labor	Employee Costs	Profit
KEVIN LO HNER	\$24.50	1/8/2001	1025	3/15/2004	0.00	0.00	\$31.68	\$9.50	\$7.35	\$2.15
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	0.00	\$74.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	0.00	\$0.00	\$0.00	\$7.65	(\$7.65)
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	0.00	\$31.68	\$9.50	\$7.65	\$1.25
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	0.50	\$74.00	\$37.00	\$12.75	\$24.25
LARRY LYON	\$25.50	1/8/1993	1028	3/15/2004	0.00	1.00	\$74.00	\$74.00	\$25.50	\$48.50
CHARLIE HAWKINS	\$24.50	1/8/2001	1030	3/15/2004	0.00	0.50	\$63.50	\$31.75	\$12.25	\$19.50
CHARLIE HAWKINS	\$24.50	1/8/2001	1031	3/15/2004	0.00	0.50	\$63.50	\$31.75	\$12.25	\$19.50
CHARLIE HAWKINS	\$24.50	1/8/2001	1034	3/15/2004	0.00	0.50	\$63.50	\$31.75	\$12.25	\$19.50
CHARLIE HAWKINS	\$24.50	1/8/2001	1035	3/15/2004	0.00	0.30	\$74.95	\$22.48	\$7.35	\$15.14
LARRY LYON	\$25.50	1/8/1993	696	3/15/2004	0.00	0.00	\$72.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.50	1/8/1993	696	3/15/2004	0.00	0.30	\$31.68	\$9.50	\$7.65	\$1.25
LARRY LYON	\$25.50	1/8/1993	696	3/15/2004	0.00	1.60	\$72.00	\$115.20	\$40.80	\$74.40
LARRY LYON	\$25.50	1/8/1993	801	3/15/2004	0.00	0.00	\$72.00	\$0.00	\$0.00	\$0.00
LARRY LYON	\$25.50	1/8/1993	801	3/15/2004	0.00	2.70	\$72.00	\$194.40	\$68.25	\$125.95
KEVIN LO HNER	\$24.50	1/8/2001	953	3/15/2004	0.00	0.00	\$72.00	\$0.00	\$0.00	\$0.00
KEVIN LO HNER	\$24.50	1/8/2001	953	3/15/2004	0.00	0.30	\$31.68	\$9.50	\$7.35	\$2.15
KEVIN LO HNER	\$24.50	1/8/2001	953	3/15/2004	0.00	7.00	\$72.00	\$504.00	\$171.50	\$332.50
Total :						25.00		\$1,582.01	\$600.70	\$961.31

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iii. Labor Tracking Detail

Labor Tracking Detail On General Lab From 3/16/2004 To 3/16/2004

Employee Name	Hire Date	WOID	Finished	Hours	Pay Rate	Labor Rate	Labor Total	Employee Costs	Profit
CHARLIE HAWKINS	1/8/2001	1007	3/15/2004	0.00	\$24.50	\$31.68	\$9.50	\$7.35	\$2.15
CHARLIE HAWKINS	1/8/2001	1007	3/15/2004	1.00	\$24.50	\$72.00	\$72.00	\$24.50	\$47.50
CHARLIE HAWKINS	1/8/2001	1007	3/15/2004	1.00	\$24.50	\$74.00	\$74.00	\$24.50	\$49.50
LARRY LYON	1/8/1993	1018	3/15/2004	0.30	\$25.50	\$31.68	\$9.50	\$7.65	\$1.25
KEVIN LO HNER	1/8/2001	1022	3/15/2004	0.00	\$24.50	\$74.00	\$0.00	\$0.00	\$0.00
KEVIN LO HNER	1/8/2001	1022	3/15/2004	0.50	\$24.50	\$74.00	\$37.00	\$12.25	\$24.75
LARRY LYON	1/8/1993	1023	3/15/2004	0.30	\$25.50	\$31.68	\$9.50	\$7.65	\$1.25
CHARLIE HAWKINS	1/8/2001	1024	3/15/2004	0.00	\$24.50	\$74.00	\$0.00	\$0.00	\$0.00
CHARLIE HAWKINS	1/8/2001	1024	3/15/2004	0.00	\$24.50	\$74.95	\$0.00	\$0.00	\$0.00
KEVIN LO HNER	1/8/2001	1025	3/15/2004	0.30	\$24.50	\$31.68	\$9.50	\$7.35	\$2.15
LARRY LYON	1/8/1993	1028	3/15/2004	0.00	\$25.50	\$74.00	\$0.00	\$0.00	\$0.00
LARRY LYON	1/8/1993	1028	3/15/2004	0.30	\$25.50	\$31.68	\$9.50	\$7.65	\$1.25
LARRY LYON	1/8/1993	1028	3/15/2004	0.50	\$25.50	\$74.00	\$37.00	\$12.75	\$24.25
LARRY LYON	1/8/1993	695	3/15/2004	0.00	\$25.50	\$72.00	\$0.00	\$0.00	\$0.00
LARRY LYON	1/8/1993	695	3/15/2004	0.30	\$25.50	\$31.68	\$9.50	\$7.65	\$1.25
LARRY LYON	1/8/1993	695	3/15/2004	1.60	\$25.50	\$72.00	\$115.20	\$40.80	\$74.40
LARRY LYON	1/8/1993	801	3/15/2004	0.00	\$25.50	\$72.00	\$0.00	\$0.00	\$0.00
LARRY LYON	1/8/1993	801	3/15/2004	2.70	\$25.50	\$72.00	\$194.40	\$68.25	\$125.95
KEVIN LO HNER	1/8/2001	953	3/15/2004	0.00	\$24.50	\$72.00	\$0.00	\$0.00	\$0.00
KEVIN LO HNER	1/8/2001	953	3/15/2004	0.30	\$24.50	\$31.68	\$9.50	\$7.35	\$2.15
KEVIN LO HNER	1/8/2001	953	3/15/2004	7.00	\$24.50	\$72.00	\$504.00	\$171.50	\$332.50
To Bill				16.40			\$1,100.13	\$407.50	\$692.33

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iv. Canned Job Usage

Canned Job Usage From 1/1/2002 And 5/1/2004

WOID	PO Number	Received	Finished	Canned Job Description	Parts Total	Tax	Labor Total	Grand Total
896		3/3/2004	3/3/2004	Oil Change	\$41.65	\$2.59	\$69.22	\$113.46
Grand Total					\$41.65	\$2.59	\$69.22	\$113.46

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v. Finished Jobs Detail

Finished Jobs

EXIT Exit

Continue

Include the Following Customer Types

Commercial ☒

Charge Account ☒

Wholesale ☒

Retail ☒

☐ Work Orders
 ☐ Counter Sales
 ☒ Both

Tax Exempt

Between Dates And

Optional: Limit To Selected Customer

Company	Customer Name	Postal Code	Phone
DE LA RUE	WILLIAM	93094	(858) 231 - 0605
BECHARD LONG		92131	
	HOWARD	92127	
ENTERPRISE REN		92128	
SONY CORPORAT	SONY CORPORA	92127	(800) 477 - 2211
SAN DIEGO MANE	FRED	92128	
	ADMENDARES, AI	92128	
	ALBRITTON, ROB	92128	(858) 485 - 6420

Finished Jobs Between: 1/1/2004 And 1/31/2004

Customer Name: , SONY CORPORATION

Company Name: SONY CORPORATION

Customer Types: Charge, Wholesale, Retail, Commercial

Customer Tax Type: Either

Job #	Finished	Balance	Total	Tax	Parts	Sublet	ChlAnt	Hazard	Core	Non-Tax	Labor	Sm g Chk	Sm g Crt
390	1/14/2004	\$0.00	\$165.14	\$4.38	\$55.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.10	\$0.00	\$0.00
407	1/16/2004	\$0.00	\$252.75	\$12.33	\$159.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.30	\$0.00	\$0.00
422	1/19/2004	\$0.00	\$31.40	\$1.40	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.50	\$0.00	\$0.00
431	1/20/2004	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
458	1/22/2004	\$0.00	\$57.31	\$1.71	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31.10	\$0.00	\$0.00
459	1/25/2004	\$0.00	\$21.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.60	\$0.00	\$0.00
Total		\$0.00	\$568.20	\$19.72	\$254.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.60	\$0.00	\$0.00

vi.

Repair Order Totals***Repair Order Totals Between 1/6/2004 And 1/6/2004***

WOID	PO Number	Received	Finished	Parts	Labor	Sublet	Shop Discount	Tax	Grand Total
271		1/6/2004	1/6/2004	\$162.94	\$48.00	\$0.00	\$0.00	\$12.40	\$223.34
275		1/6/2004	1/6/2004	\$110.79	\$189.50	\$0.00	\$0.00	\$44.67	\$252.75
276		1/6/2004	1/6/2004	\$10.50	\$9.50	\$0.00	\$0.00	\$0.54	\$20.54
277		1/6/2004	1/6/2004	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00
278		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
279		1/6/2004	1/6/2004	\$19.53	\$9.50	\$0.00	\$0.00	\$30.39	\$30.00
281		1/6/2004	1/6/2004	\$53.23	\$9.50	\$0.00	\$0.00	\$4.71	\$77.44
282		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
283		1/6/2004	1/6/2004	\$24.23	\$45.50	\$0.00	\$0.00	\$1.72	\$71.45
285		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
286		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
288		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
289		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
290		1/6/2004	1/6/2004	\$0.00	\$21.60	\$0.00	\$0.00	\$0.00	\$21.60
291		1/6/2004	1/6/2004	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$51.20
294		1/6/2004	1/6/2004	\$22.53	\$41.25	\$0.00	\$0.00	\$0.96	\$54.84
Grand Total				\$463.35	\$548.85	\$0.00	\$0.00	\$56.86	\$1,045.16

vii. Profit Detail

Repair Order Totals Between 1/6/2004 And 1/6/2004

WOID	PO Number	Received	Finished	Parts	Labor	Sublet	Shop Discount	Tax	Grand Total
271		1/6/2004	1/6/2004	\$162.94	\$48.00	\$0.00	\$0.00	\$0.00	\$223.34
275		1/6/2004	1/6/2004	\$110.79	\$189.50	\$0.00	\$0.00	\$44.67	\$262.75
276		1/6/2004	1/6/2004	\$10.50	\$9.50	\$0.00	\$0.00	\$0.00	\$20.54
277		1/6/2004	1/6/2004	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00
278		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
279		1/6/2004	1/6/2004	\$19.53	\$9.50	\$0.00	\$0.00	\$30.39	\$40.00
281		1/6/2004	1/6/2004	\$53.23	\$9.50	\$0.00	\$0.00	\$0.00	\$77.44
282		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
283		1/6/2004	1/6/2004	\$24.23	\$45.50	\$0.00	\$0.00	\$0.00	\$71.45
285		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
286		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
288		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
289		1/6/2004	1/6/2004	\$8.25	\$31.75	\$0.00	\$0.00	\$0.00	\$40.00
290		1/6/2004	1/6/2004	\$0.00	\$21.60	\$0.00	\$0.00	\$0.00	\$21.60
291		1/6/2004	1/6/2004	\$0.00	\$72.00	\$0.00	\$0.00	\$10.80	\$51.20
294		1/6/2004	1/6/2004	\$22.53	\$41.25	\$0.00	\$0.00	\$0.00	\$54.84
<i>Grand Total</i>				\$463.35	\$648.85	\$0.00	\$0.00	\$85.86	\$1,045.16

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viii. Warranty Work Performed

Doesn't work.

ix. Deleted Work Orders

Deleted Work Orders

Work Order #	Reason	Exp. Expend	User
51*		2/16/2004	
57T		2/20/2004	
626		2/20/2004	
621		2/20/2004	
64J		2/20/2004	
65J		2/20/2004	
661		2/16/2004	
67T		2/11/2004	
68*		2/11/2004	
686		2/12/2004	
68T		2/12/2004	
688		2/11/2004	
766		2/18/2004	
76T		2/11/2004	
755		2/19/2004	
759		2/19/2004	
765		2/26/2004	
78T		2/21/2004	
855		2/26/2004	

x. Sublet Detail

Sublet Detail

Sublet Company:

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
265	11/1/2004			\$6.66	
Total:				\$6.66	

Sublet Company: CUT AND RUN

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
542	2/1/2004	RE SURFACE FRONT BRK FRCTORS	\$16.66	\$66.66	\$16.66
574	2/1/2004	RE SURFACE FRONT BRK FRCTORS	\$16.66	\$72.66	\$16.66
Total:			\$33.32	\$139.32	\$33.32

Sublet Company: HDB

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
265	11/1/2004	RE SURFACE CYLINDER HEADS	\$66.66	\$99.66	\$13.66
265	11/1/2004	RE PLACE ALL STEEL SEAL	\$66.66	\$127.66	\$44.66
265	11/1/2004	VALVE JOB	\$75.66	\$164.66	\$13.66
265	11/1/2004	RE PLACE FIRST VALVE	\$17.66	\$44.66	\$6.66
265	11/1/2004	RE NEW RE PLACE EACH ADDITIONAL VALVE	\$16.66	\$44.66	\$15.66
265	11/1/2004	PRESSURE TEST CYLINDER HEADS	\$44.66	\$96.66	\$12.66
Total:			\$397.96	\$664.96	\$162.66

Sublet Company: RE BMOG TEST

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
473	12/1/2004	SHOGLING SECTION	\$9.95	\$9.95	\$6.66
659	2/1/2004	SHOGLING TEST	\$9.95	\$9.95	\$6.66
Total:			\$19.90	\$19.90	\$13.32

Sublet Company: RECORD ROOM

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
779	2/1/2004	SHOGLING SECTION	\$16.75	\$16.75	\$6.66
Total:			\$16.75	\$16.75	\$6.66

Sublet Company: TOW PROB

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
544	2/1/2004	VEHICLE W/6 TOWED TO R/TIRE & NO. BRAKE, CONE BACK	\$14.46	\$6.66	(\$14.46)
574	2/1/2004	VEHICLE W/6 TOWED IN RE	\$44.46	\$66.66	\$12.66
756	2/1/2004		\$44.46	\$66.66	\$12.66
Total:			\$103.38	\$139.98	\$10.66

Sublet Company: VTB

Work Order	Exp Month	Sublet Description	Cost	Sell	Profit
546	2/1/2004	CUSTOMER SELVS THE CATALYTIC CONVERTER IS STILL HERE IN WORKS, CONE BACK & DRIVE	\$6.66	\$6.66	\$6.66
655	2/1/2004	RE PLACE CATALYTIC CONVERTER	\$66.66	\$96.66	\$16.66
659	2/1/2004	RE PLACE CATALYTIC CONVERTER	\$66.66	\$128.66	\$44.66
Total:			\$139.98	\$232.98	\$77.98
Grand Total:			\$546.96	\$1,026.96	\$286.66

e. Autos2000 Financial Reports

Daily Closing (Date Range)

Employee Parts and Labor

Daily Deposit (Date Range)

Cash Drawer Closing (Today)

Month to Date Sales (Graphical)

Cash Drawer Closing (Date Range)

Sales by Quarter (Graphical)

Year to Date Sales (Graphical)

Completed Work on Active WO's

Tax Detail (Date Range)

- f. **Autos2000 Profit Producer**
- g. **Custom Reminders**
- h. **Custom Labor Reminders**
- i. **Recommendation Reminders**
- j. **Return to Main Menu**

N. System Utilities

a. Company Information Setup

The Company Information screen is accessed through Main Menu→System Utilities→Company Information. This screen can also be accessed through System→Edit Your Company Information. The company information screen has 9 different tabs:

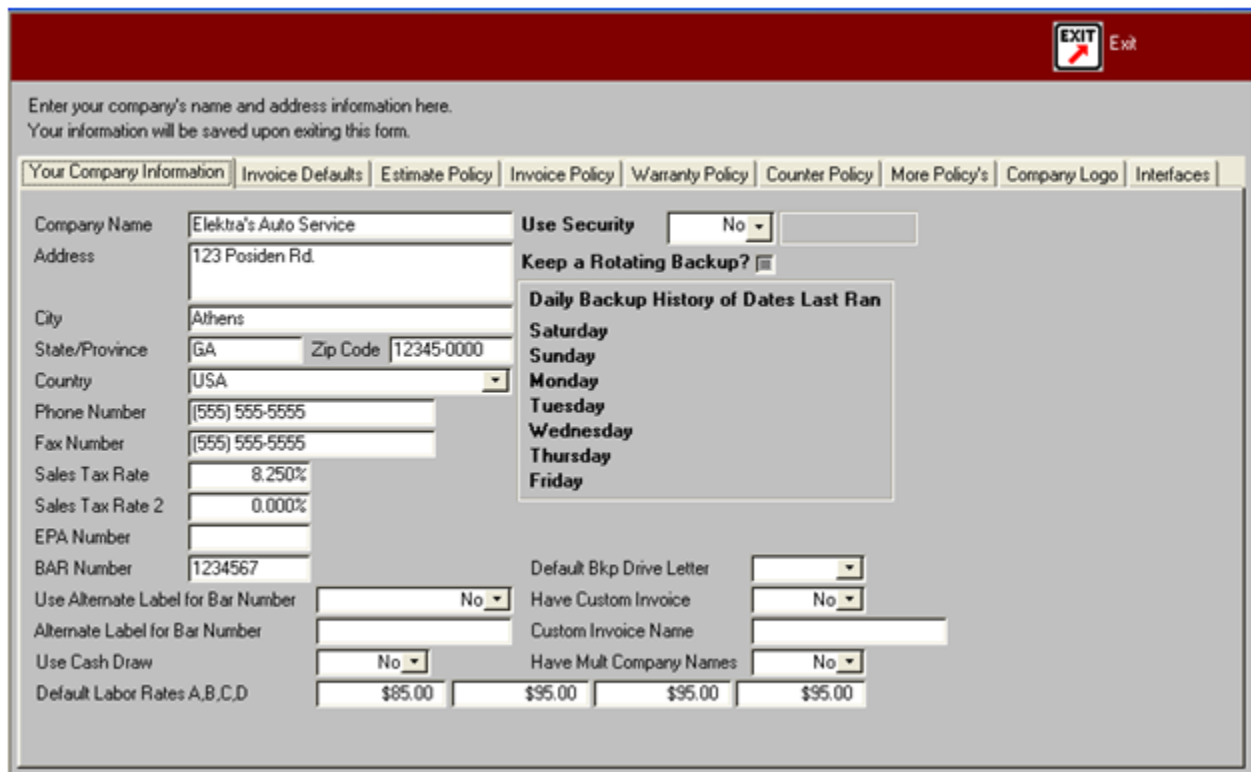


Your Company Information

- Invoice Defaults
- Estimate, Invoice, Warranty, Counter, and More Policies
- Company Logo
- Interfaces

i. Your Company Information

This tab contains all the basic company information and then has a few custom options:



- Use Alternate Label for Bar Number**—This is for use under the consideration that the user's state doesn't have a "BAR" but would like to have something print out in its place.
- Have Custom Invoice**—This is for when the shop has had a *custom* invoice created by Amcom and would like the system to print it instead of one of the standard 3 invoices.
- Use Cash Drawer**—By setting this to "Yes" the user will be asked to enter in the opening balance of the cash drawer every morning.
- Use Security**—By setting this to "Yes" it will activate the security in the system, allowing Management to set permissions on an employee by employee basis.

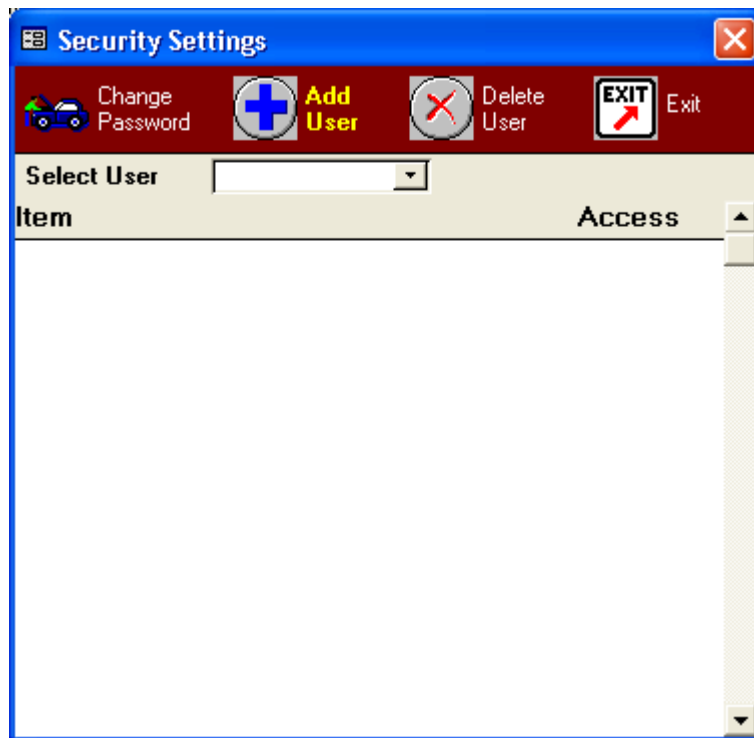
Setting Security Levels

Each user in the system can be given specific access to the areas they need to perform their job duties. To set Security options:

From the Main Menu → System Utilities, click on Company Information.

Click on the pull down next to Use Security and select Yes.

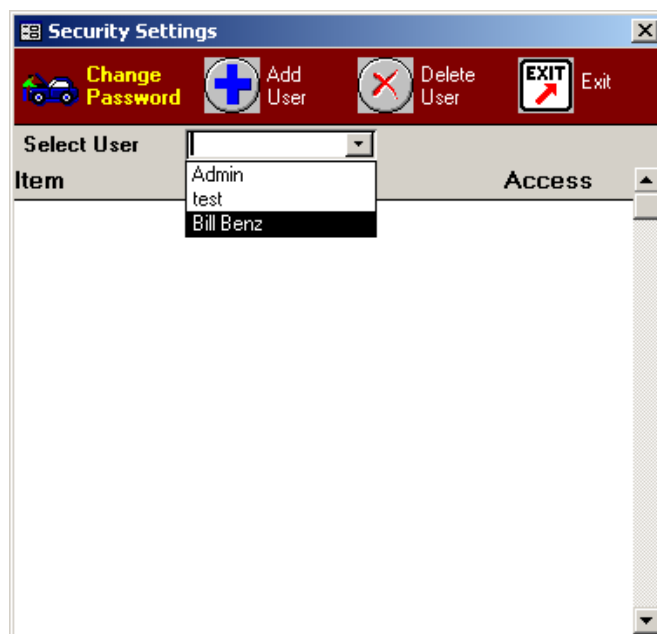
*Click on **Setup Security**. The following window will come up.*



Click on the pull down next to the Select User box, and select the user needing to be changed.

***NOTE:** If not on the user list, please see Section I.B.1 Adding a New User.*

- e. **Keep a Rotating Backup**—By having this checked, each time AUTOS200 is opened, it will ask the user to create a backup file.
- f. **Have Mult Company Names**—This feature is specific to multiple location systems. Please contact Amcom for licensing information.



Once the desired user has been selected, the administrator can modify user passwords, set Access control, or Delete the user.



Change the access to **Yes** or **No**, as applicable to the particular user.

NOTE: The Main Titles, as defined as the line justified to the left of the column (example: Work Orders, Estimates, Counter Sales) are not affected by the Y/N access points; only the items underneath are affected by the individual settings (example Delete Work Order, Work Order Profit).

Exit to save the changes

ii. Invoice Defaults Setup

Invoice Setup:

This section of the Company Information setup is considered the lifeblood of the work order.

- Payment Terms*—This will print on the bottom of the invoice IE: Due upon Receipt.
- Invoice Description*—This will print on the bottom of the invoice IE: Thank You for Your Business
- Invoice Num Type*—User will have the following three options:
 - Use Auto Number*—By using this option the system will automatically generate the next work order number, keeping them in succession
 - Manually Enter Number* -This option is for when the user writes repair orders by hand and would like the system to have the same number every time they create a new work order. It will ask the user to enter the next work order number.
 - Don't Use Invoice Numbers* - When selecting this option the system will not print out a work order number on the invoice? **NOTE:** The user must still set a Starting Work Order Number set in the system.

- d. *Start Work Order # - This is the number that the user would like to start their work orders on.*
- e. *Start Estimate # - This is the number that the user would like to start your estimates on.*
- f. *Counter - This is the number that you would like to start your counter sales on.*
- g. *Tax Parts Y/N*
- h. *Tax Labor Y/N*
- i. *Tax Cores Y/N*
- j. *Select Invoice - This is where the user can select the invoice style that they would like to use. AUTOS200 currently has 3 separate formats. The user can view invoice samples by clicking on the View Sample Invoices button located just to the right of the drop down arrow.*
- k. *Invoice Header Font - This will change the font style of the company name on the invoice print out.*
- l. *Disclaimer Font Size - Change the size of the fonts for all disclaimers.*
- m. *Disclaimer Font - This will change the font style of the disclaimer font.*
- n. *Printer Header Info - By selecting No on this option none of the company information will print out on the invoice.*
- o. *Default Print Quant - This will set the default number of invoices or estimates to print out.*
- p. *Use Multiple Printers - By setting this option to YES, each time a Work Order or estimate is printed, the user will be prompted to select the desired printer.*
- q. *Print Est. Revisions - This will tell the system whether or not to print out any estimate revisions)*
- r. *Parts Pricing - Under parts pricing there are 2 different options:*
 - *Use Auto Mark Up - By selecting this, whenever a part is entered into a work order, the system will calculate the Retail Price from the mark-up and margin setup.*
 - *Use Retail Price - Whenever a part is added to the work order it will always use the retail price setup for that part. **For more information on adding parts, see Pages 12-15.***
- s. *Show in Labor:*
 - *Show Just Total - When printing the invoice the hours will not print.*
 - *Show Hours and Total - When printing the invoice the hours and total will print.*
- t. *Show Hazard As*
 - *Show Hazard with Part - When printing the invoice the hazardous waste charge will be printed on the parts line.*
 - *Show Hazard Just as Total - When printing the invoice the hazardous waste charges will show up at the bottom of the invoice only.*
 - *Don't Show at all - This option will hide the Hazardous waste charges from the customer.*
- u. *Print Pay Method - By selecting NO on this option the payment method will not print out.*
- v. *Use Mileage Out - Use this if Mileage Out is required by the State.*
- w. *Show EPA Number - Option to print EPA # on Work Orders.*
- x. *Show FET - Option to print FET # on Work Orders.*
- y. *Use Shop Charge - For States and localities that allow Shop Charges.*
 - *Shop Charge Type*
 - *Charge Amount*
 - *Show Charge As*
 -
- z. *Show BAR Number - Option to print BAR # on Work Orders.*

iii. Policies - Estimate, Invoice, Warranty, Counter, and More Policies.

This section of the Company info is to set up the standard shop policies as they apply to the user's location. Samples are provided with the installation and can be customized to meet the shop's needs.

iv. Company Logo

This tab will allow the site to either put special graphic or logos on work orders, or can be used to help 'space' the text for the shop information on the header of the printed work orders.

v. Interfaces

This tab is where the user sets up the various interfaces for 3rd party information sources. Please see the appropriate guide for the applicable interface in the "Import Interfaces" section of this manual.

Gross Profit = (Retail Price – Unit Price)

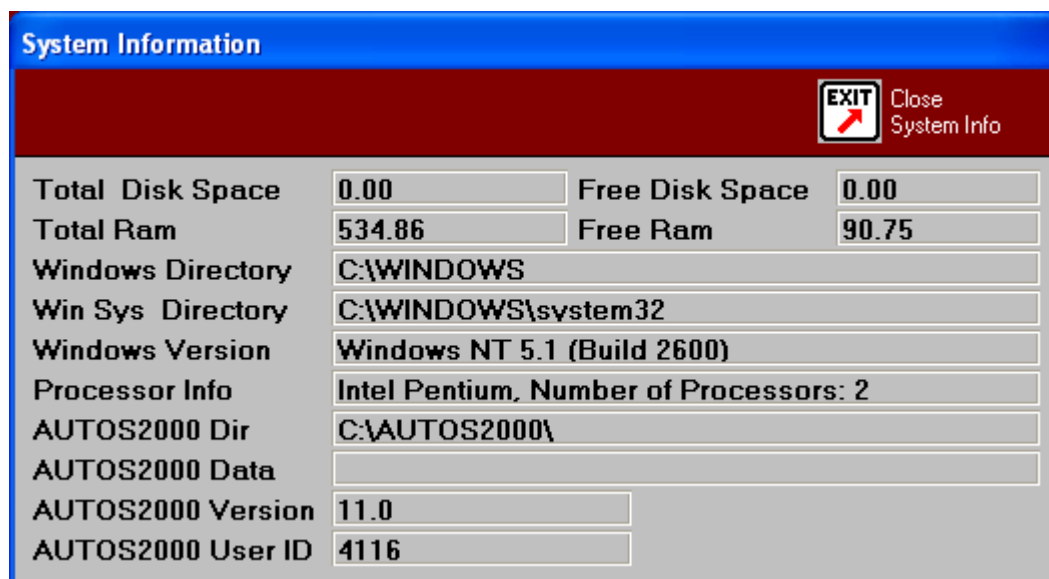
Margin = Gross Profit / Retail Price

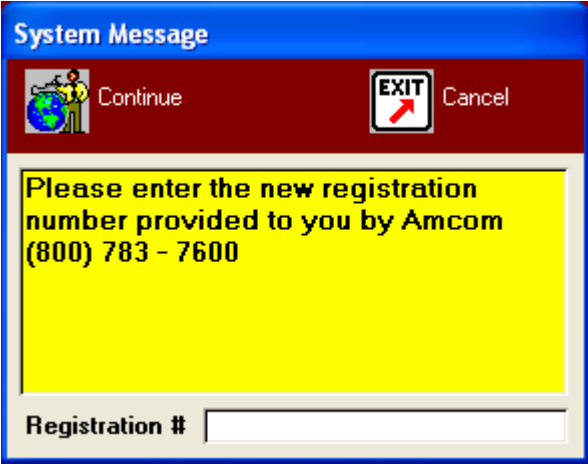
So if the unit price is \$10.00 and you sell the part for \$40.00, the Gross Profit would be \$30.00. Then the margin would be \$30.00 (Gross Profit) / \$40.00 (Retail Price) = 75% (0.75) margin.

Use this formula to find the Retail Price given a Unit Price and Margin %:

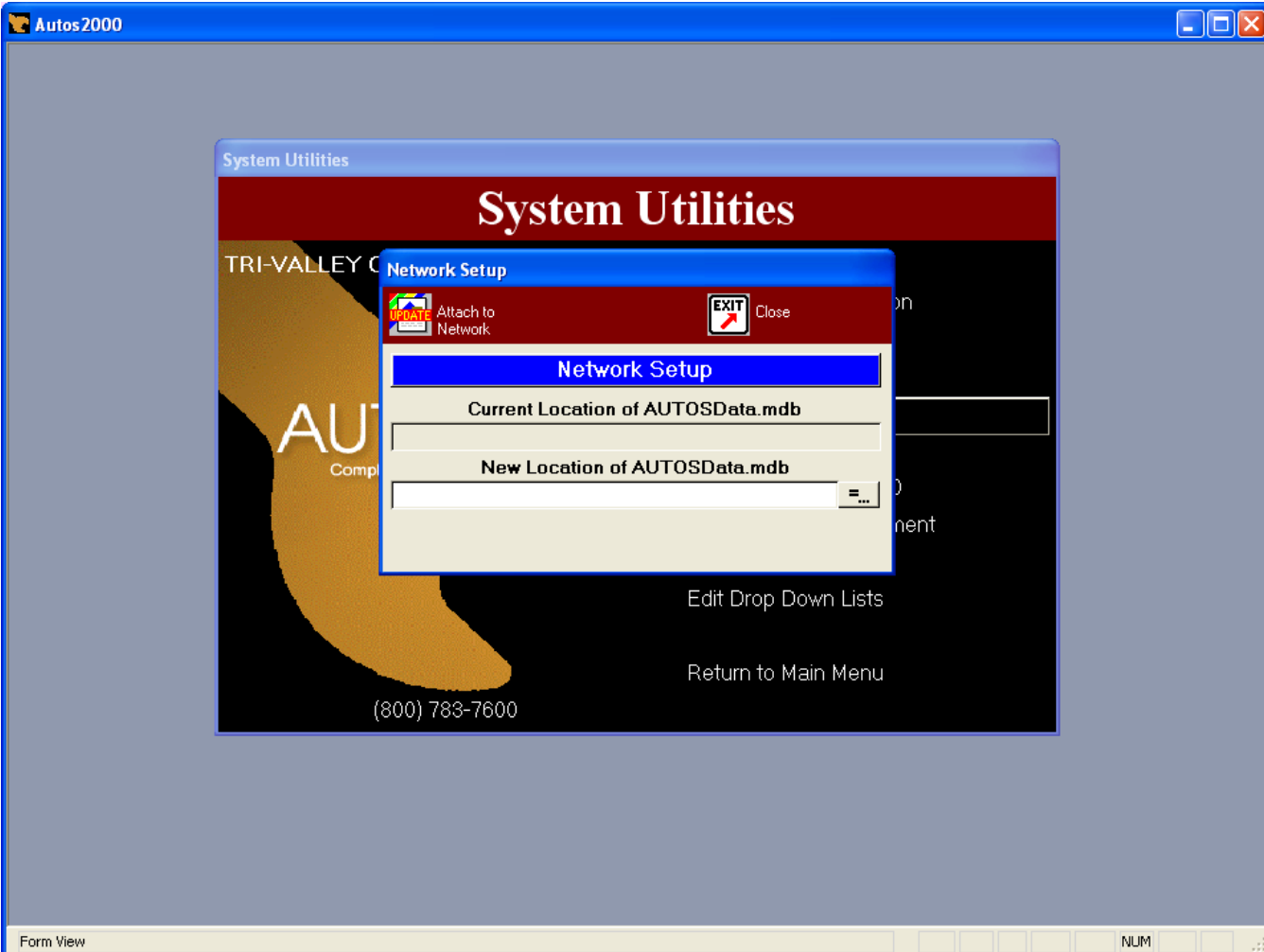
Retail Price = Gross Profit / Margin

You cannot use Auto Mark-Up in the Parts pricing field in Company Information→Invoice Defaults when using margins as the Part Mark Up Option field in Company Information→Invoice Defaults.

b. Registration Information**c. System Information**

d. **Upgrade Autos2000**

A Windows-style dialog box titled "System Message". It has a blue title bar and a red header area. In the header, there is a "Continue" button with a globe icon and an "EXIT" button with a red arrow icon, followed by the word "Cancel". The main area has a yellow background with black text that reads: "Please enter the new registration number provided to you by Amcom (800) 783 - 7600". At the bottom, there is a label "Registration #" followed by a text input field.

e. **Network Setup** NOTE: See Network Setup Below:

The main window is titled "Autos2000" and has a blue title bar. It contains a large "System Utilities" dialog box. The "System Utilities" dialog has a blue title bar and a red header with the text "System Utilities". Below the header, there is a large graphic of a hand holding a computer mouse. Overlaid on this is a "Network Setup" dialog box. The "Network Setup" dialog has a blue title bar and a red header with the text "Network Setup". It contains an "UPDATE" button with a document icon and an "EXIT" button with a red arrow icon, followed by the word "Close". Below the header, there are two text input fields: "Current Location of AUTOSData.mdb" and "New Location of AUTOSData.mdb". The "New Location" field has a browse button (three dots) to its right. Below the input fields, there are two buttons: "Edit Drop Down Lists" and "Return to Main Menu". The "System Utilities" dialog also has a "Form View" button at the bottom left and a "NUM" button at the bottom right.

O. Setting Up Autos2000 in a Network Environment

Before beginning this process, the customer must have a basic network (NICs, hub, router, workgroup security, etc.) already set up and configured. Amcom Support does NOT set up customer networks; the customer may need to contact an outside IT person to do this.

Setting up Autos2000 in a network environment consists of 3 steps:

- Share the Autos2000 Folder
- Map the Network Drive
- Attach Autos2000 to the Database on the Server

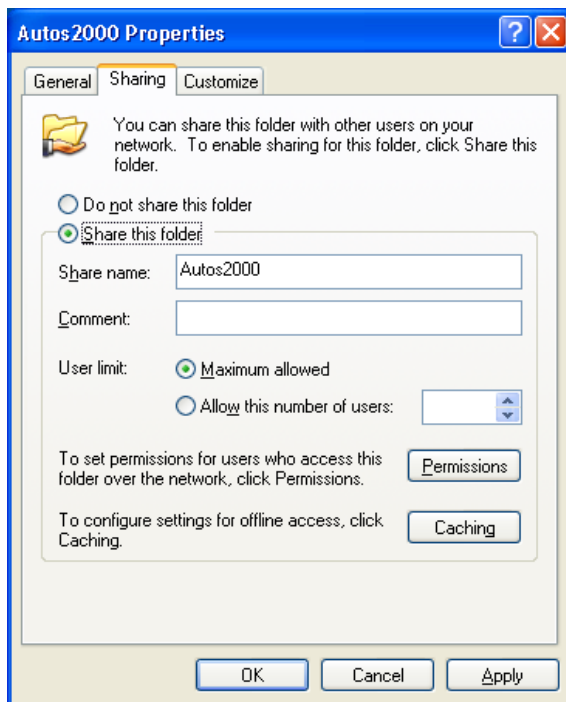
NOTE: The following procedures and diagrams are based on Windows XP. Other operating systems will have a similar procedures/diagrams.

WARNING: Although the Autos2000 application itself doesn't need to be installed on the server, Amcom *strongly* recommends that it **IS** installed. Otherwise, you will not be able to backup the database from within Autos2000; rather, the you would have to set up your own method of backing up the software.

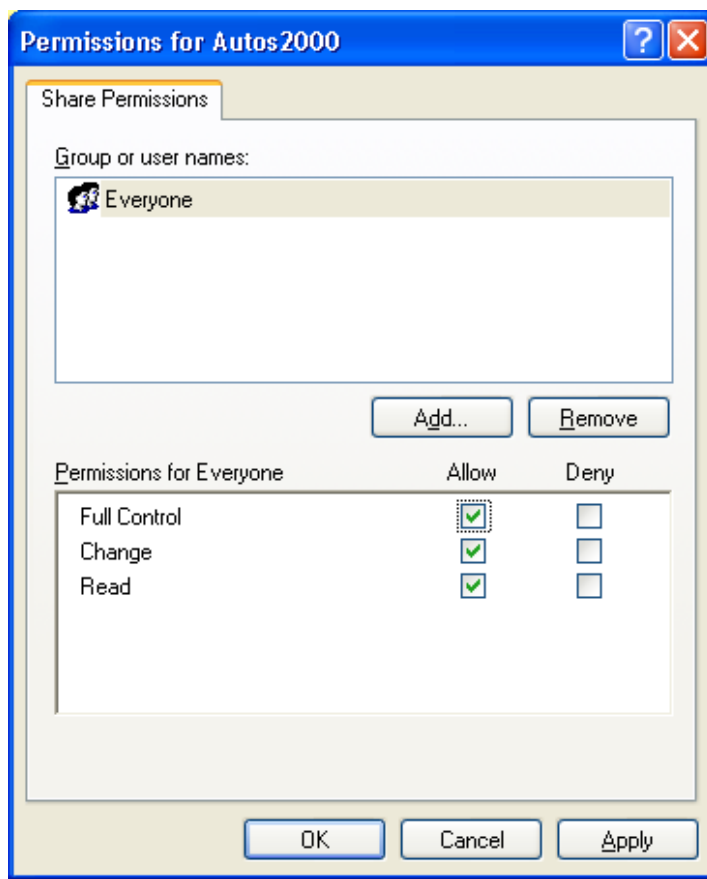
a. Share the Autos2000 Folder

To share the Autos2000 folder, perform the following steps:

1. Double-click on the **My Computer** icon, which is located either on the desktop or in the Start button.
2. Navigate to the Autos2000 folder. The Autos2000 folder is usually in **C:** drive.
3. Right click on the folder and then click on "**Sharing and Security**" (or something similar for computers using OSs other than Windows XP).
4. Click on the radio button called "**Share this folder**".



5. Click on the **Permissions** button and check the check box labeled **Full Control**.



6. Click on **Apply**, and then **OK**.

7. Click on **OK**.

At this point, you should see a blue hand underneath the Autos2000 folder.



This indicates that the folder has been shared. The next step is to map the network drive.

b. Map the Network Drive

To map a drive from the client to the server, perform the following steps:

1. Right-click on the **My Computer** icon and click on **Map Network Drive...**

2. In the **Drive** field, enter **Z:**.

NOTE: You can use any available drive letter, but Amcom usually recommends the Z: drive.

3. In the **Folder** field, type in the path to the folder that was shared above. E.g., [\\server\Autos2000](#), where **server** is the name of the computer that hosts the Autos2000 database.

NOTE: "server" can also be an IP address.

4. Confirm that the **Reconnect at login** check box is checked (it is checked by default).

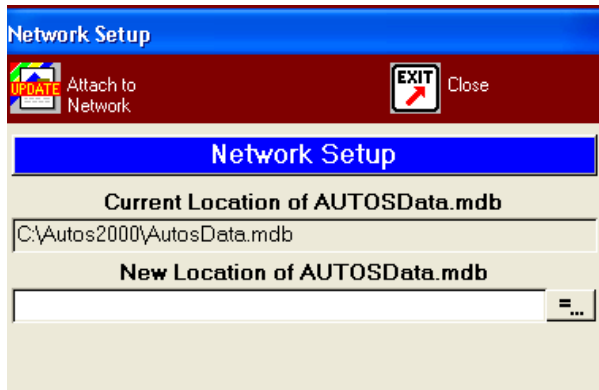
5. Click **Finish**.

NOTE: If you get a message that says that the path could not be found, you will need to make sure the network has been set up correctly.

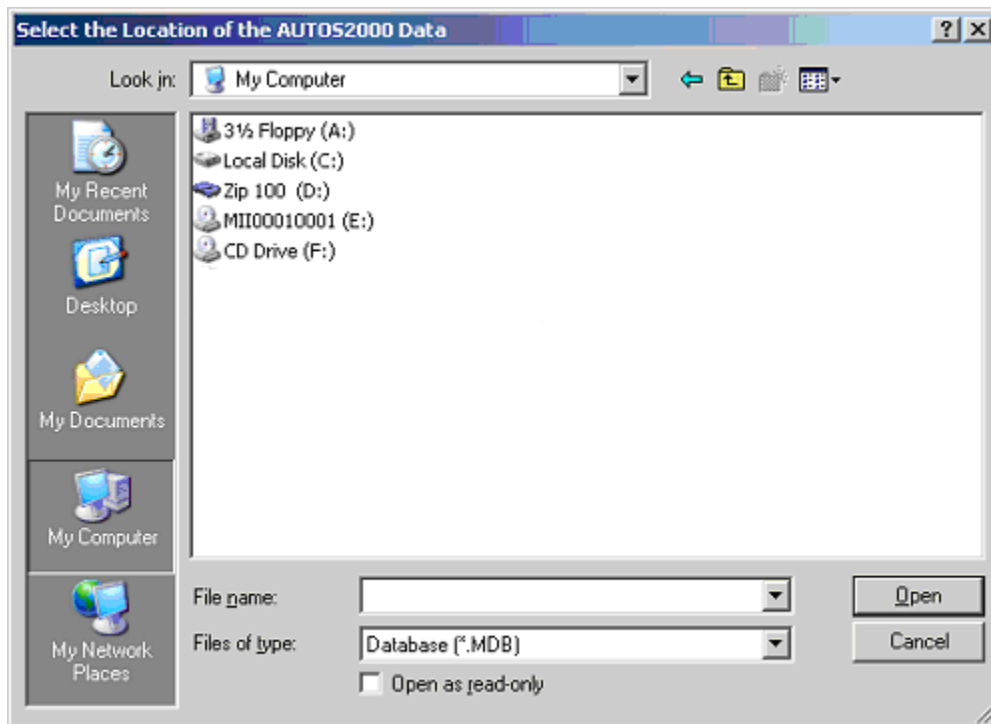
c. **Attach Autos2000 to the Database on the Server**

To attach an Autos2000 client to the database on the server, perform the following steps:

1. Start Autos2000 on the client computer.
2. Click on **System Utilities**→**Network Setup**. The following window appears:



3. To the right of the **New Location of AUTOSData.mdb** field, click on the =... button. The following window appears:



4. Navigate to the **Z:** drive and then double-click on the **AutosData.mdb** file.

NOTE: If you can't find the Z: drive, then the drive has not b

d. Login as New User

In the company information, use security, answer Yes, will have an option called Setup Security, where you can setup users with access levels.

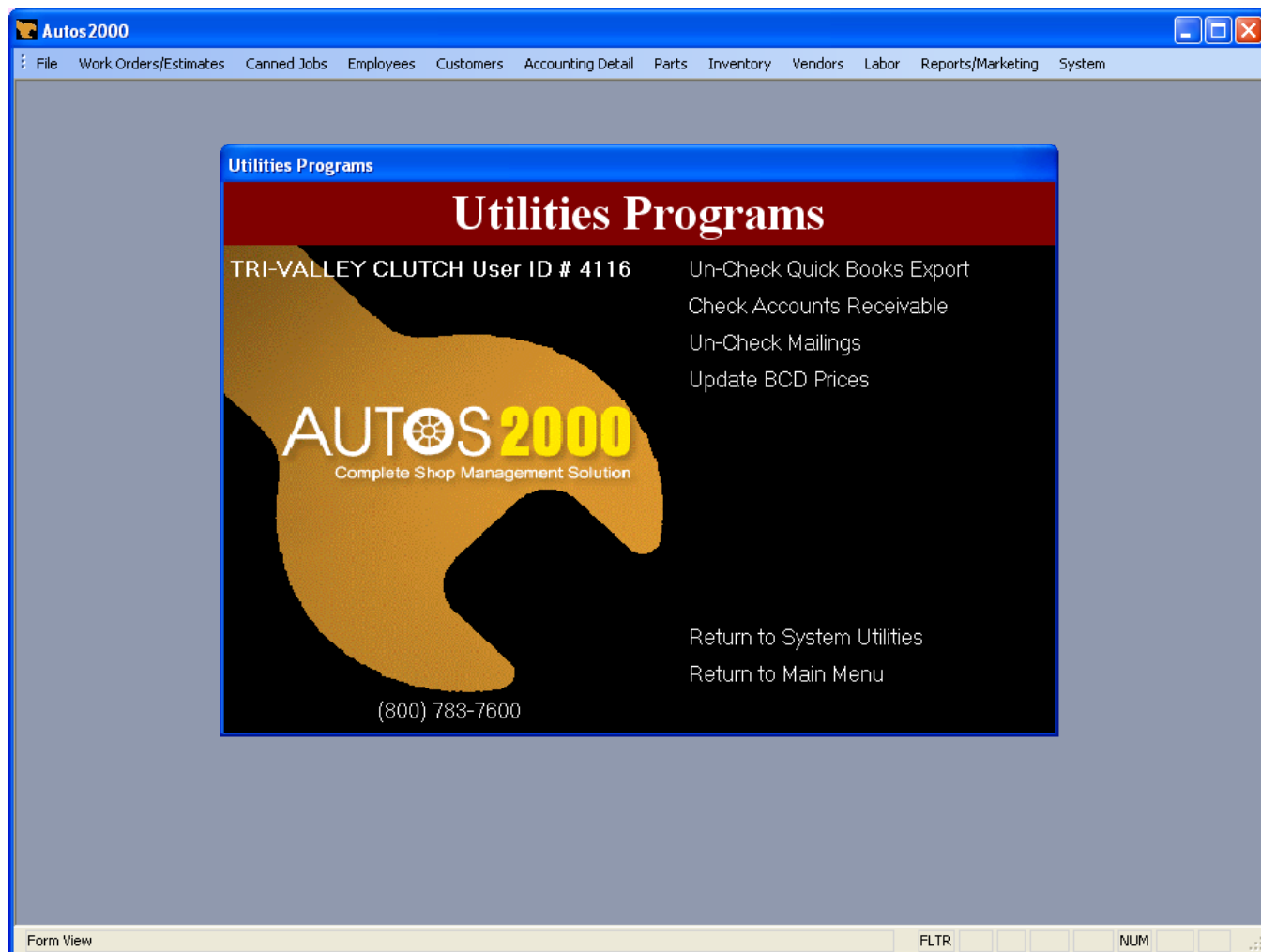
e. Logout of Autos2000

For the security levels for each user to logged off and on

f. Data Utilities Management

Daily Backup: If you check the “Keep rotating backup” checkbox, in order to be reminded (upon logon) to do a daily backup, you must check the “Keep a rotating backup?” check box under System Utilities→Company Information→Your Company Information. Otherwise, it will do a daily backup and then NOT remind you to do another one the next day.

Backups on a network must be done from the machine hosting the database.

g. Utilities Programs

h. Edit Drop down Lists



i. Return to Main Menu

P. Backing Up Autos2000

There are two types of backups: System and Daily (Automated). Both types of backups should be performed on a regular basis. However, each type of backup has its own purpose and procedure.

Note: Backups on a network must be done from the machine hosting the database.

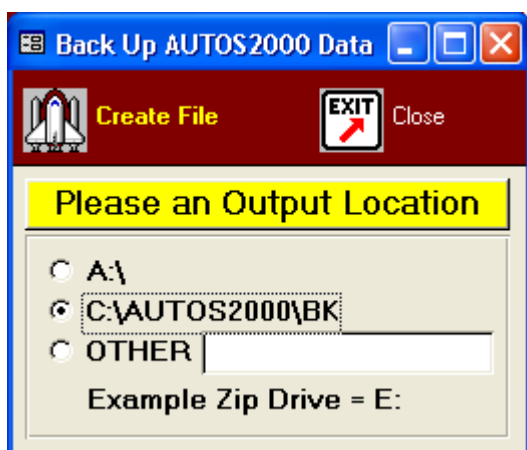
a. System Backup

The purpose of a system backup is to create a backup file that can be easily transferred. It creates a backup file in a .zip format, which can then be easily copied or emailed to an off-site location.

WARNING: Amcom *strongly* recommends that a System Backup be performed at least 1/week and then moved to an off-site location.

Performing a System Backup

In order to perform a system backup, click on **System Utilities→Data Utilities Management→Backup AUTOS2000**.



At this point, you can select to backup to the **A:** drive, the default **C:\Autos2000\BKP** folder, or to some user-defined location. When the destination location has been chosen, simply click on **Create File** to perform the backup.

Note: You can backup to the A: drive only if the resulting zipped file can fit on it. Usually, floppy drives have a maximum limit of 1.44 MB.

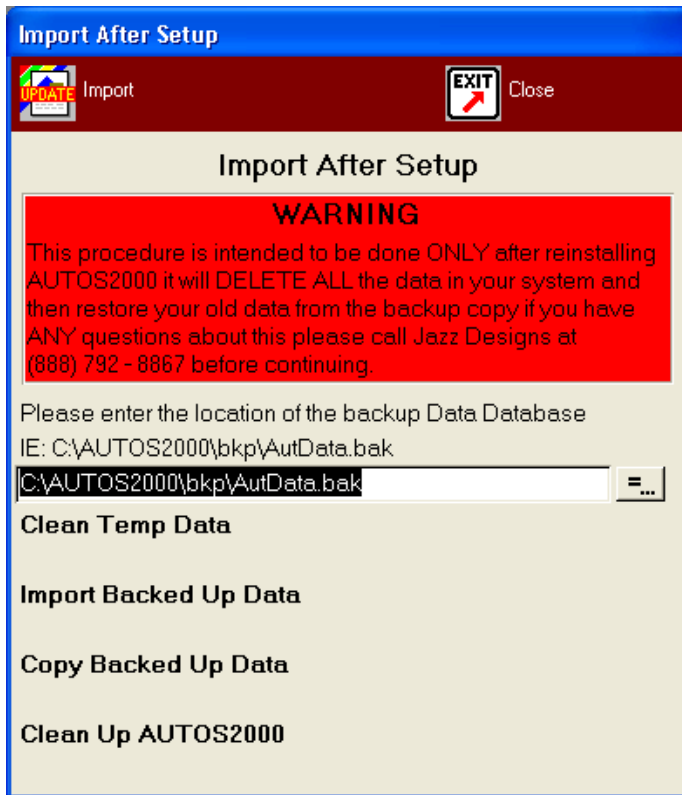
Note: The destination location of the second option is really the **BKP** folder; not **BK**, as show in the screen shot above.

Restoring from a System Backup

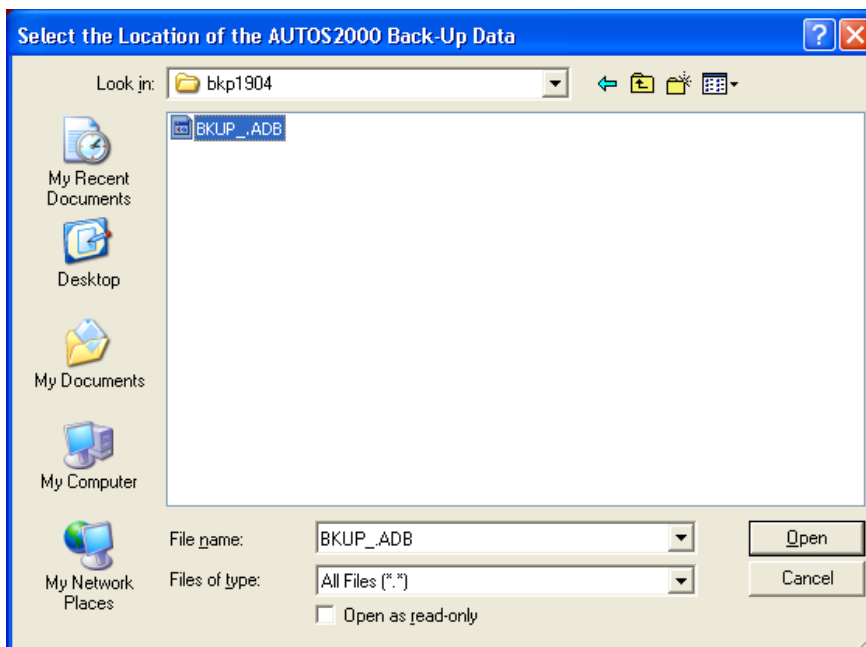
In order to restore from a System Backup, you must first find the desired backup and then unzip it. Windows XP comes with a build-in zipping utility. Other Windows operating systems must use a 3rd party zipping utility, such as WinZip (www.winzip.com).

WARNING: In a network environment, before restoring make sure no client computer is running Autos2000.

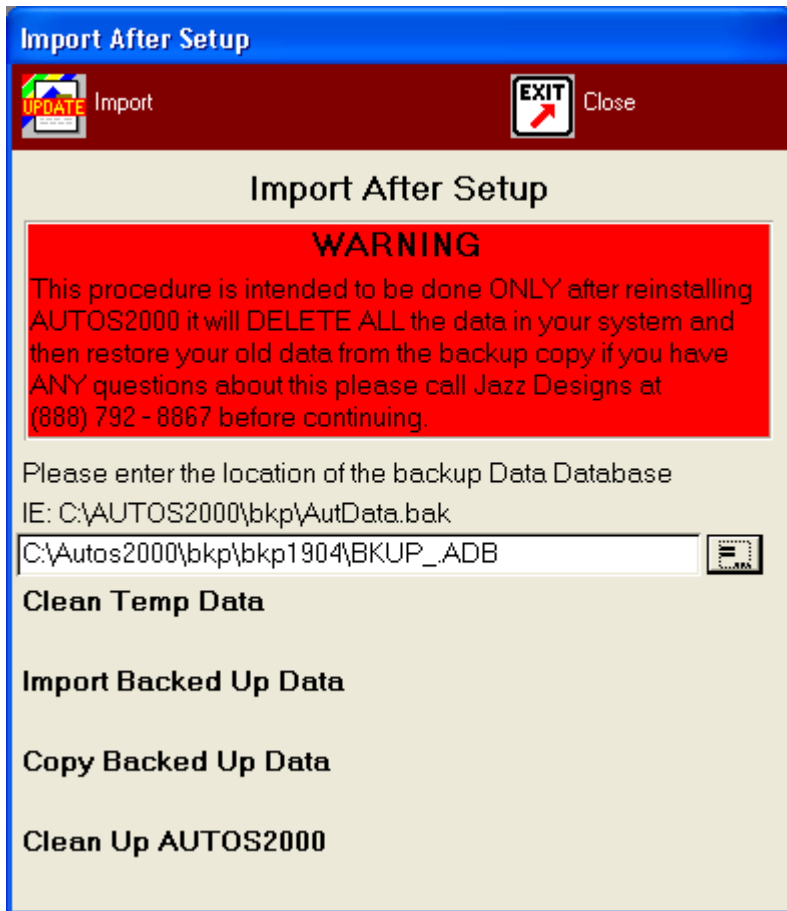
Once the file has been unzipped, go to **System Utilities→Data Utilities Management→Import After Setup**.



Click the =... button and then browse to your backup location. In the **Select the Location of the AUTOS2000 Back-Up Data** window, select **All Files (*.*)** in the **Files of type** field. At this point, you should see a window that looks similar to this:



Select the backup file and then click **Open**. Then you should see a window like this:



Now just click on the **Import** button at the top-left side of the above window and the restore process will begin. You will be notified when the process is finished.

b. Daily (Automated) Backup

There are two types of Daily Backups: Normal and Rotating. The purpose of a Daily Backup is to quickly perform a backup on a regular basis. When performing a Normal daily backup, the Autos2000 database is saved to the **C:\Autos2000\BKP** folder. The name of the backup takes this form: **BKUP_XXX.ADB**, where XXX is the 3-characted day of the week. For example, if you do a normal daily backup on Friday, the backup file will be called **BKUP_FRI.ADB**. If you do a normal daily backup on Monday, then the file will be called **BKUP_MON.ADB**.

A Rotating backup is just like a Normal backup except that you will be reminded each day to perform the Daily Backup. In order to enable a Rotating backup, click on the **Keep a rotating backup** check box in **Company Information→Your Company Information** tab, or in the **Back Up AUTOS2000 Data** window (see below).

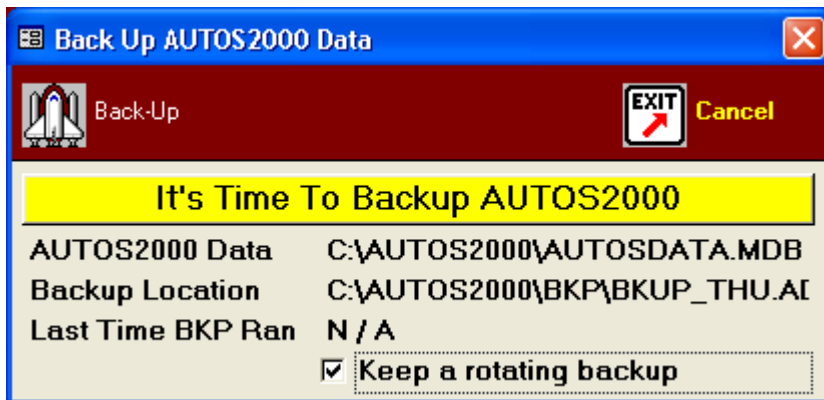
WARNING: Amcom *strongly* recommends that a Daily Backup be performed every day.

Note: You can only keep up to 7 days of Daily Backups. Beginning on the eighth day, the first day will be overwritten. E.g., if you perform a backup on Tuesday, then this backup will be overwritten when you do a backup the following Tuesday.

Note: A Daily backup (Normal or Rotating) can only be performed 1/day. If you want to perform another backup, you must perform a System Backup (see above) instead.

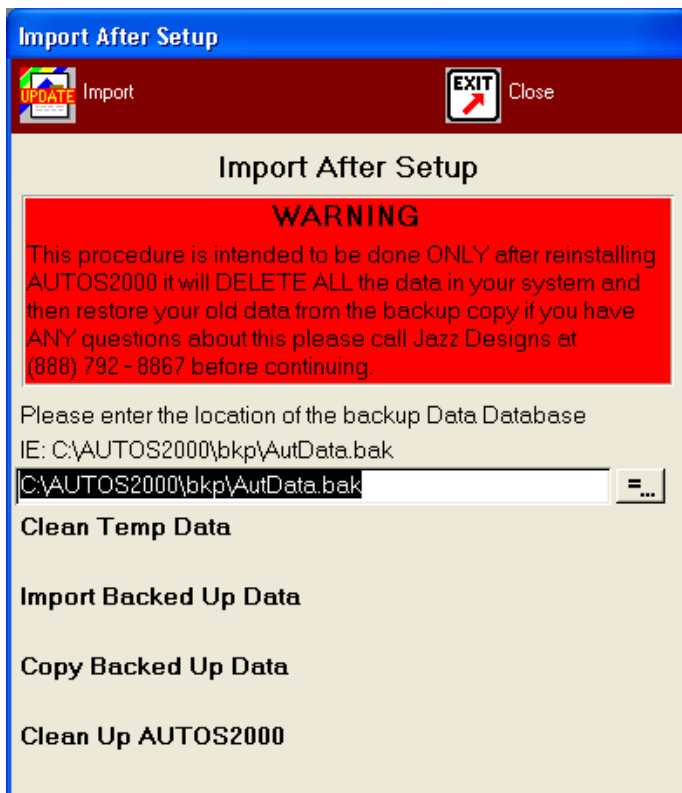
Performing a Daily Backup

To perform a Daily Backup, from the Main Menu go to **System Utilities→Data Utilities Management→Daily Back-Up**. The following window will appear:

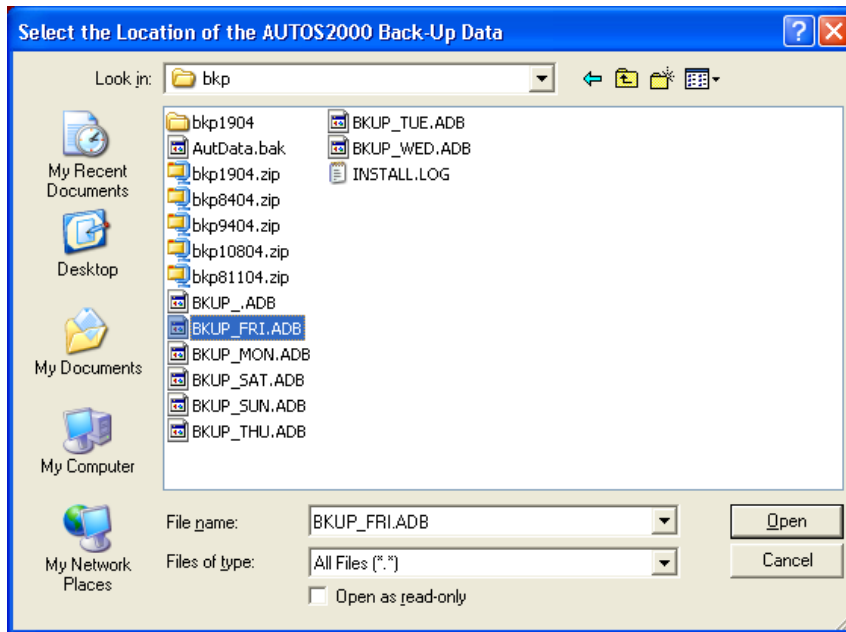


Restoring from a Daily Backup

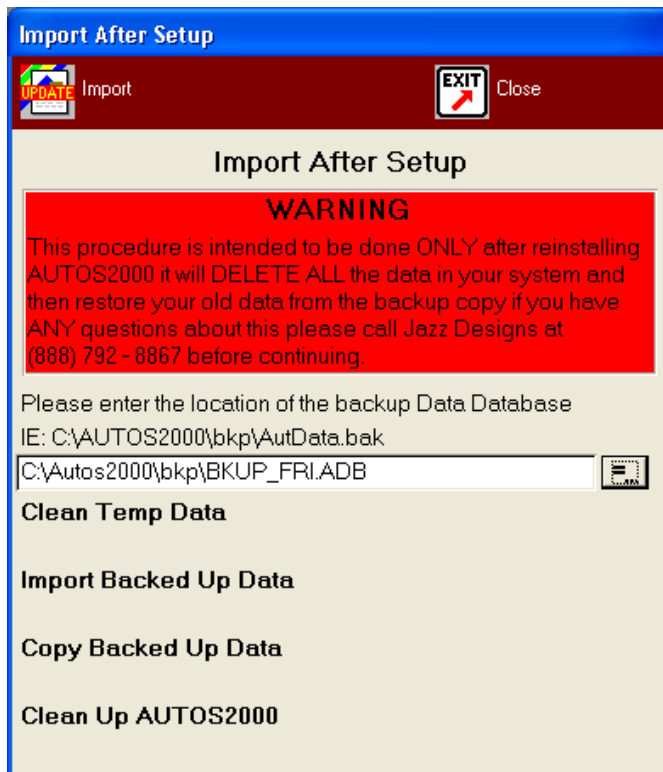
In order to restore from a Daily Backup, go to **System Utilities→Data Utilities Management→Import After Setup**.



Click the =... button and then browse to your backup location. In the **Select the Location of the AUTOS2000 Back-Up Data** window, select **All Files(*.*)** in the **Files of type** field. At this point, you should see a window that looks similar to this:



If you are restoring from a Normal backup, select the BKUP_.ADB file and then click **Open**. If you are restoring from a rotating backup, select the day of the week you are interested in and then click **Open**. E.g., if you want to restore the Friday backup, select BKUP_FRI.ADB; for Monday, select BKUP_MON.ADB. Then you should see a window like this:



Now just click on the **Import** button at the top-left side of the above window and the restore process will begin. You will be notified when the process is finished.